

NEW COMMERCIAL CONSTRUCTION CHECKLIST

This checklist is designed to aid both the Applicant and the City of Gulf Shores in the processing of a new commercial construction application.

- Sight Plan approval by the Planning and Zoning Department
- Address assignment from Baldwin County 911
- Elevation Certificate for any property located in a flood zone
- [V-Zone Certificate](#) for any property located within a V Flood Zone.
- [Application to develop in a Special Flood Hazard Area](#) for any property located in either an A or a V Zone.
- [Sub-Contractor list](#) (Prior to scheduling a Temporary to Permanent power inspection.)
- An approved energy efficiency check otherwise known as a COMCHECK
- One digital set of stamped engineered drawings in PDF for review
- A current, stamped, surveyed plot plan to include any new and/or existing structures
- A copy of the water and sewer tap receipt from Gulf Shores Utilities (251-) 968-6323
- Any driveway that is accessed by any state highway requires an [ALDOT Permit](#)
- If the property is located within the Alabama Beach Mouse Habitat, you will be required to submit an approved [Incidental Take Permit](#) from the US Fish and Wildlife Service.
(251-441-5181)

PLEASE NOTE:

- **After the issuance of the building permit, an as-built survey is required prior to any vertical construction**
- **Under Construction Elevation Certificate for any structure located in a flood zone is required prior to any vertical construction**
- **An approved test and balance is required prior to final inspection.**
- **An Alabama licensed General Contractor is required when work exceeds \$100,000.00**