

SINGLE FAMILY OR DUPLEX CONSTRUCTION CHECKLIST

BUILDING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a single family or duplex within the City of Gulf Shores.

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- ❖ Completed [Building Permit Application](#)
 - ❖ Are you in an “A” or “V” flood zone? If yes:
 - You will be required to provide an elevation certificate
 - A [V-Zone certificate](#) from a design professional is required ONLY if you are located within a V-Flood Zone.
 - ❖ [Application to Develop in a Special Flood Hazard Area](#)
 - ❖ If located within the Alabama Beach Mouse Habitat, you will be required to submit an approval letter from the US Fish and Wildlife Service. (Daphne Field Office: 251-441-5181)
 - ❖ [Turnout Permit](#)
 - ❖ One (1) set of construction drawings on paper and one (1) PDF file on disc or other device
 - ❖ Current As-Built Survey/Plot plan showing proposed additions outside the original footprint of the structure.
 - ❖ A copy of the water and sewer tap fees from Gulf Shores Utilities (251-968-6323).
 - ❖ RESCHECK, an approved energy efficiency check
- After Issuance of Building Permit:**
- ❖ As-Built survey required prior to vertical construction.
 - ❖ [Sublist](#) required prior to scheduling Temporary to Permanent Power Inspection.
 - ❖ Approved Blower Door test required prior to final inspection.