

City of Center Point Inspection Department
 2209 Center Point Parkway
 Center Point, Al. 35215
 Phone (205)854-4617 Fax (205) 854-3996
 Email: cpinspections@centerpointal.org & cpinspections02@centerpointal.org

Permit # _____

Permit Application

Address (Jobsite): _____

Owner/Occupants Name _____ Address _____

City, State & Zip _____ Phone () _____

Type of Occupancy: Residential _____ Commercial _____ Industrial _____ Institutional _____

Name of Contractor: _____

Address: _____ Phone () _____

Roofing _____ Building _____ Electrical _____ Gas _____ HVAC _____ Plumbing _____ Consult _____ Demo _____

New Construction _____ Existing Structure _____ Repairs/Renovations/Roofing _____ Additions _____

Costs of Permits

Building permits will be calculated at 1.5% of cost for existing structures, 1% of cost for new structures
 Electrical, Gas, HVAC & Plumbing will be calculated @ 2% of cost for existing and new structures

Building cost for work on existing structure: _____ x1.5% = _____

Building cost new structure: _____ x1% = _____
(must have approved drawings)

Electrical, Gas, HVAC, Plumbing: _____ x2% = _____

Preliminary Inspection Fee (\$50.00) No Issuance Fee _____

Permit Issuance Fee \$20.00

CICTP Fee If applicable /or Stop work order fine _____
Minimum Permit is \$50.00 for Residential

Total permit fee _____

I certify all information is true and correct to the best of my knowledge and all work will be done in accordance with all applicable codes. *Please note that we are under 2015 ICC codes and 2017 NEC code.*

Date: _____ Signature of Contractor _____

*****PLEASE DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.*****

Please attach a scope of work for permits. For new construction and additions lot plans/ surveys and building drawings are required.... Notice: All permit fees will be doubled if work was started before permit was issued....

Center Point License # _____ Permit # _____

Issued By: _____ Dated issued: _____

Payment Type: Check # _____ Credit Card _____ Cash _____ Taken by: _____

*******NOTICE ALL INSPECTIONS MUST BE CANCELLED AT LEAST 1 HOUR PRIOR TO INSPECTION AND YOU CAN NOT SEND AN EMAIL OR LEAVE A VOICE MAIL YOU MUST SPEAK TO SOMEONE IN THE OFFICE OR IT IS NOT CANCELLED. IF THESE INSTRUCTIONS ARE NOT FOLLOWED YOU WILL BE CHARGED A RE-INSPECTION FEE*******

Instructions on how to complete a building permit application

You will need to fill out the permit application that I have attached. Please include a scope of work that list any and all work being done at this address, this price should include all labor and material regardless of who is providing the material. On the scope I will need the price for all Sub – Contractors (i.e.) Plumbing, Electrical, HVAC, Gas to be at the bottom or at the top of the scope of work, but those sub- contractors total job cost still needs to be included in total job cost. Once everything is received back by email and has been processed, we will give you a call at the number on the permit in the box that list Name of Contractor and Contractors phone and address. The total job cost needs to be placed on the line that states Building cost for work on existing structure. Please do not do the math to the right of these figures, this will be done when we process the permit application. Please be sure to put the date and sign the permit application where it states Signature of Contractor (this should be the person who holds the homebuilder's card, if this is a homeowner permit then the owner must sign there) just above the solid blue line. If you have any questions, please let us know our number is listed at the bottom of this letter.

It will be very helpful if you will only send one email that includes signed permit application, and the scope of work as multiple emails slows this process. If we require additional information we will email you or contact you by phone, this helps us to be able to serve you more efficiently, Please allow us 24 hours to process your permit application, we will call you at the number you have listed on the permit application to get payment by credit card (we take all credit cards except for American Express) once we have processed your application. Once you have paid us for your permit then you have a valid permit and are good to go to work. **Please do not start work until you have made the payment for your permit application. This will be paid to an Inspections Department employee.**

Thank you in advance

City of Center Point Inspections Department

205-854-4617