



**CITY OF LINCOLN**  
 150 MAGNOLIA STREET  
 P.O. Box 172 LINCOLN, AL 35096

**BUILDING  
 DEPARTMENT**

PERMIT # \_\_\_\_\_  
 PERMIT FEE \_\_\_\_\_

**RESIDENTIAL PERMIT APPLICATION**

**Project Address:** \_\_\_\_\_  
 (Street) (City) (ST) (Zip)

**Subdivision:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_

New Construction **Zone:** \_\_\_\_\_ **City Water:** Y / N  
 Addition **Heated SF:** \_\_\_\_\_ **City Sewer:** Y / N  
 Renovation **Unheated SF:** \_\_\_\_\_

**Building Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Gross Job Cost:** \_\_\_\_\_

**CONTRACTOR INFORMATION**

**Company Name:** \_\_\_\_\_ **Company Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 (Street) (City) (ST) (Zip)

**Phone #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Alabama Home Builder License #:** \_\_\_\_\_ **City License#:** \_\_\_\_\_

**OWNER INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 (Street) (City) (ST) (Zip)

**Phone:** \_\_\_\_\_

If you are constructing a new single family structure, an addition or a renovation of a single family residential structure, you are required to complete all sections of application prior to commencing any work. Once completed, return the application package to the Building Department along with all drawings in accordance with IRC. Unless there are unusual circumstances surrounding the application, completed should be approved and ready to pick up within 24 hours after submittal. All permit fees will be due at the time you collect your permit. The total fees due upon collection of the permit will generally include all permit fees due from Building Inspection, Planning and Zoning, Engineering and Water Department.

**NOTE TO APPLICANT:** Applications will not be processed until all required information is provided and applicant signs application.

*I certify that the above information given is correct to the best of my knowledge and work authorized upon this application is to be done in accordance with all City of Lincoln Ordinances.*

\_\_\_\_\_  
**Applicant (Print)**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**CITY OF LINCOLN BUILDING DEPARTMENT  
SUBCONTRACTORS SCHEDULE**

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALL SUBCONTRACTORS MUST HAVE A CITY OF LINCOLN BUSINESS LICENSE BEFORE WORK IS TO COMMENCE**

A complete copy of this schedule must be presented to the Building Department within 15 days of the issuance of the Building Permit. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name and all required information to the City Building Department within three (3) working days of hiring. It is the home builder's responsibility to notify the Building Department of any changes from the original schedule.

Type of Sub-Contractor	Cost/Value of Work	Name	Address	Phone No.
SITE/PREP EXCAVATION	\$			
FOOTINGS	\$			
CONCRETE	\$			
SEPTIC TANK	\$			
FOUNDATION/BLOCK	\$			
WATERPROOFING	\$			
MASONRY/BRICK	\$			
EIFS/DRYVIT	\$			
FRAMING	\$			
INSULATION	\$			
SHEETROCK/DRYWALL	\$			
PAINT/WALLPAPER	\$			
FLOORING-HARDWOOD	\$			
FLOORING-TILE	\$			
FLOORING-CARPET	\$			
SHOWER-TILE	\$			
SHOWER-GLASS	\$			

**CITY OF LINCOLN BUILDING DEPARTMENT  
SUBCONTRACTORS SCHEDULE**

FIREPLACE	\$			
CLOSET/SHELVING	\$			
TRIM	\$			
CABINETS	\$			
COUNTER TOPS	\$			
SIDING	\$			
GUTTERS	\$			
GARAGE DOOR	\$			
ROOFING	\$			
ELECTRICAL	\$			
PLUMBING	\$			
GAS	\$			
HVAC	\$			
LANDSCAPING	\$			
ALARM SYSTEM	\$			
PEST CONTROL	\$			
FENCE	\$			
POOL	\$			
OTHER	\$			
OTHER	\$			
OTHER	\$			
OTHER	\$			



## City of Lincoln – Building Department

**It shall be unlawful and no person shall commence construction of any commercial building or residential building, within the City of Lincoln without first obtaining a building permit from the City of Lincoln prior to beginning any part of the construction.**

**All contractors, subcontractors and others performing work or services in the city shall purchase a business license prior to beginning any work.**

### **Section VII Permit Request and Job Site Requirements**

The following requirements shall be adhered to prior to beginning any work:

*Permit request requirements, to be submitted to the Code Enforcement Officer or their designee:*

1. A completed City of Lincoln permit application.
2. The required number of complete building plans: residential one (1); commercial three (3).
3. A copy of the plat or site plan indicating the proposed location of the structure to be built on the site.
4. Approval from the county health department for an approved septic tank and field lines if the structure is to be in an area in which public sewer is not available unless the structure will not require a septic tank and filed lines.
5. All curb cuts require approval by the Code Enforcement Officer prior to the work being performed. All curb cuts along any State right-of-way require a permit from the Alabama Department of Transportation (ALDOT).

*Job site requirements:*

1. The building permit shall be displayed in a prominent place on the building site.
2. Toilet facilities for workers, employees, subcontractors and others is required to be placed on site at the beginning of construction unless such facilities are otherwise available.
3. A complete list of all contractors, subcontractors, suppliers or others that will be providing labor, contract services or materials to the job site must be provided to the Code Enforcement Officer, to include the complete name, business name, address, phone number and contract amount within 15 days of the permit issuance or 3 days from hiring, whichever first occurs.
4. Road cuts for utilities of any type are prohibited. Application for waiver may be made to the Code Enforcement Officer. Any waiver requires a bond from a sufficient surety to guarantee repair to any roads or other City property damaged by the road cut.
5. Spillage on the public roadway of materials shall be removed immediately and may be subject to an assessment for hazard materials clean up and removal by City employees.
6. Trash bins, dumpsters, receptacles and similar storage units for trash and garbage shall be located in a suitable and safe location and shall be of sufficient size for trash and garbage that will likely be generated by the project. Location of such trash bins on the streets is prohibited.
7. Mud, dirt or gravel shall not be tracked onto the public roadway from the site.
8. In no event shall the project create a drainage problem for the adjacent land owners. A certified engineer's drainage plan may be required. All surface water runoff and control of silt from the worksite shall be maintained by the contractor.
9. Work sites are to be kept in an orderly and clean manner.

# FOR OFFICE USE ONLY

## Residential Construction Permit

Applicant Name: \_\_\_\_\_ Master Permit # \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

### **Planning:**

**Fee: \$** \_\_\_\_\_

Zone: \_\_\_\_\_ Site Plan Reviewed: Yes ( ) No ( ) Date Approved: \_\_\_\_\_  
Right-of-Way Permit Required: N/A ( ) City ( ) County ( ) State ( )  
Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Engineering:**

**Fee: \$** \_\_\_\_\_

\*Flood Hazard: Yes ( ) No ( ) FFE: \_\_\_\_\_ (MSL) Basement: Yes ( ) No ( )  
\*If YES, requires FEMA Permit  
Cut: Yes ( ) No ( ) Fill: Yes ( ) No ( ) Fill Amount: \_\_\_\_\_  
Estimated Cost of Erosion Control: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Building Inspector:**

**Fee: \$** \_\_\_\_\_

Zone: \_\_\_\_\_ Occupancy Class: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Building:	\$ _____	Electrical:	\$ _____
Mechanical:	\$ _____	Plumbing:	\$ _____
Demolition:	\$ _____	Pool:	\$ _____

Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Building Permit Fees: \$** \_\_\_\_\_

### **Water & Sewer Fees:**

Water Impact Fee:	\$ _____	Sewer Impact Fee:	\$ _____
Water Tap Fee:	\$ _____	Sewer Tap Fee:	\$ _____
Water Road Bore:	\$ _____	Sewer Road Bore:	\$ _____
Irrigation Meter:	\$ _____	Service Deposit:	\$ _____
		Service Charge:	\$ _____
Water Meter Charge: Meter Size _____			\$ _____

Other Fee: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**Total Water & Sewer Fees: Fee: \$** \_\_\_\_\_