

## **Process for Receiving Residential Building Permit**

1. Owner or contractor shall submit a plot plan “drawn by a registered land surveyor” and showing location of structure, setback requirements, utility easements, flood zone information if applicable, and stamped in red ink. A septic tank permit from the Colbert County Health Department is required to be submitted at this time if sewer is not available.
2. There is a one-day waiting period before building permit can be issued. This is done for verification of address and to inspect building site.
3. Permits will be issued to individual homeowners acting as own contractor or State of Alabama Licensed Homebuilders only. The “contractor” is responsible for the building permit and notifying the City of Muscle Shoals Building Department for required inspections.
4. Structures cannot be occupied until a certificate of occupancy from the City of Muscle Shoals has been issued.