



City of Mobile

SFRA Land Development Submittal Checklist

Residential Building, SFRA Land Disturbance, and Right of Way Permits

Applicability

This checklist applies to submission of Building, Land Disturbance (LD), and Right of Way (ROW) permits for single family residential land developments within the City of Mobile **which meet the conditions listed on the SFRA LD Permit Application**. The intended purpose of this checklist is to provide a substantial list of base permit requirements which are applicable to most projects in this category to assist the development community in performing QC/QA on submittals and minimize review comments and resubmittals required. Depending on your project, there may be additional items needed which are not included in this list.

Project Information

Project Name: _____

Project Address (please verify address using City of Mobile [CityMap GIS App](#) and/or as shown on Street Ticket): _____

Submittal Requirements

Initial Each Item Below (Enter N/A if not applicable)	Item Being Check as Submitted by the Applicant
General	
	Street Ticket (Get from Engineering Department Counter or e-mail request to land.disturbance@cityofmobile.org)
	Development Permit*
	Elevation Certificate*
	Permit Review Fees (See Land Development Submittal Information and Fee Schedule for Details)
*Development in V, A, and X-Shaded Flood Zones only	
Building Permit	
	Residential Project Plan Review Application
	Two (2) sets of bounded building construction drawings in compliance with the 2012 IRC, the 2012 IMC, the 2012 IPC, the 2014 NEC, and the 2015 IECC
	RES-Check Energy Code Compliance Documentation (New Construction/Addition Only)
	Manual J Energy Code Compliance Documentation (New Construction/Addition Only)
	Certificate of Appropriateness*
*Development in Historic Districts only	
SFRA LD Permit	
	SFRA LD Permit Application
	Five (5) Sets of 11" x 17" Bounded Civil/Site Plans
ROW Permit	
	Residential Driveway-Sidewalk ROW Permit Application (Singular or Circular) or ROW details shown on civil/site plan



Plan Requirements

Initial Each Item Below (Enter N/A if not applicable)	Item Being Check as Submitted by the Applicant
Building Plans	
	The following plan sheets are provided: civil/site plan, floor plan, MEP plans, structural and foundation plan (Alabama Registered PE or Architect required for covered porches)
	If a prefabricated truss is used, a truss plan is provided (Alabama Registered PE or Architect required for covered porches)
Civil/Site Plans	
	The following plan elements are provided: address, legal description, vicinity sketch, north arrow, title block and scale, current zoning designation of site and adjacent parcels/lot, property lines including the right of way line(s), required setback lines.
	The following existing and proposed features are clearly delineated, and their dimensions and square footage are provided: structures, outside impervious surfaced (i.e. concrete, asphalt, gravel) non-living areas such as patios, pools, etc., driveway, and any outside mechanical equipment such as A/C condensing unit, generators, pool pumps, etc.
	Structures and equipment greater than 36 inches in height are located outside of the standard setbacks or setbacks approved by plat or variance.
	Site coverage is less than 35% or meets the site coverage limitations approved by plat or variance
	The number of curb cuts are limited to one per frontage (excluding circular driveways) and/or meet any restrictions/allowances listed on the plat.
	If the total area of land disturbance is greater than 4000 square feet, an erosion control plan is provided.
	Existing and proposed sidewalks are clearly delineated. Sidewalks are required on all new construction unless a sidewalk waiver is approved. Proposed sidewalks are minimum of 4 feet wide.
	Driveway apron(s) are clearly delineated and dimensions of the width, distance to adjacent property lines, and radii are shown on the plans or provided on the ROW Residential Driveway-Sidewalk ROW Permit Application (Singular or Circular). Driveway apron(s) have a minimum width and radii of 12 feet and 4 feet respectively and do not extend beyond the property line.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____