

## Commercial Building Application Assistance

This guideline is to be used while entering a Commercial Building Application.

Please enter all information that applies to your project. (Entry Examples will appear in Red)

- **Project Information**

- Identify the project type:
  - Civil Only (earth/site work)
  - Building Only (tenant improvements or alterations)
  - Both Civil and Building (earth/site and a building is to be constructed or added on to)
- Apply the project name, this must be project or business name specific for example (Don's Garage, Best Sandwich Shop)

- **Building Address**

- Street Number (if not assigned yet put a 0 in the box)
- Street Name (Monroe Street, US 431 Highway, AL 53 Highway)
- Building Number (300, 501, 725)
- Auxiliary Address Type (Apt., Suite, Unit)
- Number (number or letter of Apt., Suite, Unit )
- City (Huntsville)
- State (Alabama)
- Zip (35801-0448)

- **Legal Description** (the information below comes from the recorded deed)

- Lot # (4)
- Block (10)
- Subdivision (Hill Top, Meadows)
- If no recorded map: Meets and Bounds (If Meets and Bounds attach the legal description in PDF format to the plans)
- Lot Size (Please specify in feet and the dimensions would be listed as you face the building from the street)
- Front (45 for example)
- Rear (150 for example)
- Left (79 for example)
- Right (81 for example)
- Lot Area (Please specify in feet)
- Front (45 for example)
- Rear (150 for example)
- Total Lot Area (Sq. Ft) (6,750)
- Class of Work (select from drop down box)
- Material (select from drop down box)
- Other Material (examples of the construction material to be used, heavy timber for example)

- **Building Size** (please specify in feet as measuring and the dimensions would be listed as you face the building from the street)
  - Front (ft.) (50 for example)
  - Depth (ft.) (60 for example)
  - Height (ft.) (15 for example)
  - Total Heated Area (sq. ft.) (2800 for example) (this would include all floors of the of the building)
  - Total Non-Heated Area (sq. ft.) (200 for example) (this would include all covered porches)
  - # of Stories (2 for example)
  - Basement (Yes/No)
  - Finished (sq. ft.) (for example 5500 square foot to be totally)
  - Unfinished (sq. ft.) (for example 2000 square foot to be left unfinished)
  - Attached Carport or Garage (Yes/No)
  - (Sq. ft.) (square foot of the carport or garage)
  - Covered Porches (Yes/No)
  - (Sq. ft.) (square foot of the covered porch)
  - Accessory Structure (Yes/No)
  - (Sq. ft.) (square foot of the accessory structure)
  - Accessory Structure Explanation (storage structure for combustibles for example)
  - Detached Garages / Carports (Yes/No)
  - Detached Gar/Carports (sq. ft.) (500 for example)
  - Detached Garages / Carports Explanation (motor home storage for example)
- **Heat Information**
  - Heat (type of heat select from drop down menu)
  - BTU's (the total number of British Thermal Units as expressed on the data tags of all heating equipment)
  - (Other) (type of heat from an alternative source)
- **Total Project Cost**
  - Total cost of Alterations or Additions, or Value of New Structure (this expressed in dollar amounts like 50623.23 for  
  
example and is the sum total of all material costs, labor, and expenses for the project regardless if the owner is  
  
furnishing the portions of the materials)
- **Property Owner Information**
  - Owner First Name/Contact (John is the owners first name or John Smith is the business contact)
  - Owner Last Name/Business (Smith for example is the owners last name or Level Projects Construction is the business name)
  - Telephone # (the contact person's telephone number)

- Street Address (physical street address of the engineering business)
- City (city in which the owner or business is located)
- State (state in which the owner or business is located)
- Zip (zip code in which the owner or business is located)
- E-mail (the email address of the owner or the business contact)
- **Civil Engineer Information**
  - Name/Business (name of the engineer or of the engineering business)
  - Alabama Registration License# (the engineer of record license number in the State of Alabama 12345 for example)
  - Telephone# (telephone number of the business)
  - Street Address (physical street address of the business)
  - City (city in which the business is located) State (state in which the business is located)
  - Zip (zip code in which the business is located)
  - E-mail (the email address of the engineer of record)
- **Site Work Contractor Information**
  - Name/Business (John Smith or Earth Movers Development)
  - Alabama Registration License# (the State of Alabama general contractor's license number)
  - Telephone # (the contact person's telephone number)
  - Street Address (physical street address of the business)
  - City (city in which the business is located)
  - State (state in which the business is located)
  - Zip (zip code in which the business is located)
  - E-mail (the email address of the owner or the business contact)
  - On Site Contact (on site contact name Bill Smith for example)
  - Telephone# (on site contact mobile phone number)
- **Architect Information**
  - Name/Business (name of the architect or of the architectural business)
  - Alabama Registration License# (the architect of record license number in the State of Alabama 12345 for example)
  - Telephone# (telephone number of the business)
  - Street Address (physical street address of the business)
  - City (city in which the business is located)
  - State (state in which the business is located)
  - Zip (zip code in which the business is located)
  - E-mail (the email address of the architect of record)
- **Building Contractor Information**
  - Contractor/Owner (choose from the drop down – note a contractor must be carry all state and local licenses and owners are limited by square footage and occupancy type)

- Name (the name of the contracting company such as Smith Construction or the name of the legal building owner)
- Alabama Contractor License# (the contractor license number in the State of Alabama 12345 for example)
- Telephone# (telephone number of the business)
- Street Address (physical street address of the business)
- City (city in which the business is located)
- State (state in which the business is located)
- Zip (zip code in which the business is located)
- E-mail (the email address of the contractor or owner)
- **File Upload**
  - Documentation **cannot** exceed 50 megabytes per file folder
  - Civil (group all civil files in numerical arrangement C1.0,C1.1,C1.2ect. including landscape & photometric drawings)
  - All other files should be arranged in the following basic order with each Discipline Uploaded as a Single PDF.
    - Architectural (group all architectural files including Life Safety & Code Summaries in a Single PDF in numerical arrangement LS1.0,A1.0,A1.1,A1.2 etc.)
    - Structural (group all structural files as a Single PDF in numerical arrangement S1.0,S1.1,S1.2 etc.)
    - Mechanical (group all mechanical files as a Single PDF in numerical arrangement M1.0,M1.1,M1.2 etc.)
    - Plumbing (group all plumbing files as a Single PDF in numerical arrangement P1.0,P1.1,P1.2 etc.)
    - Electrical (group all electrical files as a Single PDF in numerical arrangement E1.0,E1.1,E1.2 etc.)
    - Fire Protection / Food Service / other (group all files as a Single PDF in numerical arrangement)

(Note - for AIA Standard for file arrangement and information distribution, please see the link: [http://www.aia.org/aiaucmp/groups/ek\\_members/documents/pdf/aiap016662.pdf](http://www.aia.org/aiaucmp/groups/ek_members/documents/pdf/aiap016662.pdf) )

**Complete this Submittal**

---

**1. Upload Files (Optional)**

[Select Files](#)

Click "Select Files" to pick files to upload, then click the "Start Upload" button.

**2. Submit Review**

- Click the Select Files link. Navigate to and select all necessary files, on your Computer.

- Press the Start Upload button. A message will appear indicating that either the upload was successful or unsuccessful.
- Press the Click Here to Finish button to submit the form and all of the attached files.
- When Applications are fully submitted, they appear in the Active Reviews section of the Reviews tab.
- Applicants should also receive an Email notification from the City of Huntsville.