

# MOBILE COUNTY COMMISSION

## COUNTY COMMISSIONERS

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## ADMINISTRATION

GLENN L. HODGE  
COUNTY ADMINISTRATOR

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## INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT IN MOBILE COUNTY:

1. One set of Code compliant building plans.
2. Diagram of property to show: existing structure(s), addition(s), where will be on property. Distance approximated from structure(s) and property lines.
3. If building a new structure or dwelling which will be on septic tank system, an approval from the Mobile County Health Department (251-634-9801) (perk number or proof of installation). If connecting to a public system, a lateral number from Mobile County Health Department is required.
4. If adding bedrooms or RVs and the dwelling is on a septic tank system, an approval from Mobile County Health Department (251-634-9801) is required.
5. An information sheet required at the time of plan submittal to include the following:
  - a. Name of owner, mailing address, phone number, cell phone number, and email address,
  - b. Name of Contractor: please provide the same information as noted above but add copy of General Contractor's License/County Business License/Homebuilders License/Electrical License/Plumbing License/Mechanical License.
  - c. Designer/Preparer/Professional in responsible charge-Architect/Engineer: please provide the same information as above.
6. Please provide a Deed of property if address cannot be verified.
7. If property is found to be in a Flood Zone, please provide a current Flood Elevation Certificate or a Waiver by the Mobile County Flood Plain Administrator.
8. Please allow 5-10 working days for plan review of both Residential and Commercial projects.
9. All commercial plan reviews require a \$100.00 plan review fee due at time of submittal.
10. Com-Checks are required for all commercial projects and must be signed and sealed by the "professional in responsible charge": Electrical: for interior and exterior lighting. Mechanical: for building envelope and energy.
11. Plans under review will be permitted after approval of plans.
12. Permit fees are "All Inclusive" for new structures (building, electrical, energy, mechanical, plumbing), and are based on the total contract cost (materials & labor). Only when a certain particular craft is to perform work will permit be given for that craft only, for example: a HVAC change out or Electrical repair.

**NOTE:** The information above is general information. For more detailed information please contact Mobile County Inspection Services Department at 251-574-3507.