

PREFACE

Before you pick up a hammer, a shovel or call a contractor or the Town Engineer, I suggest you read the ordinances listed at the following link:

<http://indianspringsvillage.org/ordinances/>

There are now two items that MUST be submitted fully complete in order for you to go to Shelby County to obtain a permit to complete any improvements to your property if the value of you intended work is over Fifteen Hundred (\$1,500.00) dollars. These are the "Erosion and Sediment Control Ordinance" and the "Zoning and Foundation Verification" process.

The "Erosion and Sediment Control Ordinance" and its requirements can be found at:

<http://www.indianspringsvillage.org/wp-content/uploads/2017/08/Erosion-and-Sedimentation-Control-Ordinance-No-2016-003.pdf>

and the application is found at:

<http://indianspringsvillage.org/wp-content/uploads/2017/08/Land-Disturbance-Application1.pdf>

The process for the Zoning and Foundation Verification can be found at:

<http://indianspringsvillage.org/wp-content/uploads/2017/08/ISV-Building-Permit-Application-Feb-20141.pdf>

Shelby County Inspection Services is the actual "permitting agency" for work undertaken in Indian Springs Village (ISV) with the exception of issues that are land disturbance related, where ISV issues the permit and Shelby County will contact us if there are noticeable issues on any construction site in the Town Limits. However, they do not permit and inspect all of the items that are required to be permitted in ISV. The following is a list comparing Shelby County to ISV:

Anticipated Work

Shelby County **Indian Springs**

GENERAL STATEMENT OF WHEN A PERMIT IS REQUIRED

The ISV Zoning Ordinance, Article IV – Administration, defines the requirements for a building permit for all improvements when the cost is **Required** over \$1,500

Shelby County - Section R105 - Permits - "... Construct, repair, move, demolish or change the occupancy of any building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, **Required** mechanical or plumbing system, the installation of which is regulated by Code, or to cause any such work to be done, ,,, "

GENERAL STATEMENT OF WHEN A PERMIT IS NOT REQUIRED -
However, all other applicable State and Federal Laws Must be complied with
in total.

One story Accessory Structure under 200 SF of Floor Area	Not Required	Required
Fences not over 6' high	Not Required	Required
Retaining walls not over 4' high measured from the bottom of the footing to the top of the wall, unless there is a surcharge, upward sloping fill behind the wall.	Not Required	Required
NOTE: IN ISV - All walls over 28" high from finished grade of lower level to upper level must have fence installed at upper level.	N/A	Required
Water Tanks supported directly on grade if the capacity does not exceed 5,000 gal and the ratio of height to diameter does not exceed 2:1.	Not Required	Will Require Zoning Variance
Sidewalks and Driveways	Not Required	Required
Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.	Not Required	Not Required
Swings and Other Playground Equipment	Not Required	May Require Zoning Variance
Decks not exceeding 200 SF in area, that are not more than 30" above grade at any point, are not attached to a dwelling and do not serve the entrance or exit door required by Section R311.4	Not Required	Required
Electrical		
Listed Cord and plug connected to temporary decorative lighting	Not Required	Not Required
Reinstallation of attachment plug receptacles but not the outlets therefore	Not Required	Not Required
Replacement of branch circuit overcurrent devices of the required capacity in the same location	Not Required	Not Required
Electrical wiring, devices, appliances, apparatus or equipment operating less than 25 volts and not capable of supplying more than 50 watts	Not Required	Not Required
Minor repair work, including the replacement of lamps, on the connection of approved portable electrical equipment to approved permanently installed receptacles	Not Required	Not Required
Gas		
Portable heating, cooking or cloths drying appliances	Not Required	Not Required
Replacement of any part that does not alter approval of equipment or make such equipment unsafe	Not Required	Not Required
Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to the power grid.	Not Required	Not Required

Mechanical

Portable heating appliances	Not Required	Not Required
Portable ventilation appliances	Not Required	Not Required
Portable cooling units	Not Required	Not Required
Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.	Not Required	Not Required
Replacement of any part that does not alter approval of equipment or make such equipment unsafe	Not Required	Not Required
Portable evaporative coolers	Not Required	Not Required
Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less	Not Required	Not Required
Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to the power grid.	Not Required	Not Required
	Not Required	Not Required

HOW TO OBTAIN A PERMIT

The ISV Zoning Ordinance, Article IV – Administration, defines the requirements for a building permit for **all** improvements when the cost is over \$1,500. Generally excavation and landscaping projects, except where fences or alterations to drainage are contemplated, are exempt from Shelby County permitting. However, these undertakings **may be** subject to the ISV Erosion and Sediment Control Ordinance. The Town Engineer should be contacted prior to beginning **ANY** project to determine the need for a Zoning Verification or ESCO permit. The process is very simple. The basic process is as follows:

1. ISV does not actually issue a “Building Permit” We depend on Shelby County Inspection Services the act as our permitting authority. We, through the Zoning Verification process, authorize the County to issue the actual permit. Therefore, the first step, after you have read ALL the regulations and rules in the process is to contact the Town Engineer, Frazier Christy. He is available to discuss the process from 9:00 AM until 4:00 PM, Monday thru Friday via phone (205-617-0565) or Email (frazier@eandlsg.com).
2. After discussing your project with Mr. Christy, if a permit is required, you will be requested to **complete** the Zoning and Foundation Verification Review Application. It can be found at the following link; <http://indianspringsvillage.org/wp-content/uploads/2017/08/ISV-Building-Permit-Application-Feb-20141.pdf>
3. The Zoning and Foundation Verification Review Application **MUST BE COMPLETED IN FULL** and all required information reviewed and approved by the Town Engineer before Shelby County Inspection Services will be released to issue a Building Permit. The Town Engineer cannot complete the application for you but is available to answer questions. The ISV Fee Ordinance requires the Town Engineer to bill you for each review of your application. Therefore, it is suggested that you properly complete the form and submit all required documents the first time.
4. In the event of new construction, additions to existing structures, construction of accessory structures, pools, etc, a Foundation Verification is also required once the foundation is in place and before any framing or other work is begun. This involves having a new “As-Built” survey performed by a Land Surveyor,

licensed in the State of Alabama by the Board of Licensure for Professional Engineers and Land Surveyors. A new Zoning and Foundation Verification Review Application is also required to be submitted and a fee for the Foundation Verification is required.

5. Item 4 of the Zoning and Foundation Verification Review Application **MAY** not be required. Mr. Christy will notify you as to this requirement during your initial discussions with him about your work. In the event

a Plot Plan or Survey is required, it must be current and be prepared by a licensed Land Surveyor. The information must be in accordance with the Standards of Practice for Land Surveying in Alabama. It MUST show all existing improvements and proposed improvements with ties to all side, front and rear lot lines. I do NOT accept plot plans by Homeowners, Architects or Contractors.

6. Again, since this one seems to be misunderstood by many, for ALL new construction effecting the footprint of the structure, a Foundation survey will be required to be submitted before any framing can be started. At the time of submitting the Foundation Survey, you must also submit the completed Foundation Verification form: <http://indianspringsvillage.org/wp-content/uploads/2017/08/ISV-Building-Permit-Application-Feb-20141.pdf>
7. Since we are only verifying “Zoning” we will also need a Front Elevation View of the house that clearly defines the height of the house from the average front ground elevation to the highest point on the roof. This will require a ground run profile, by a Surveyor, of the existing ground elevation along the front of the house. If the grades are to be modified along that line, then the existing and proposed grades must be shown.
8. The current fees for these applications are \$100.00 each. However, if you begin construction before the ZV or framing before the FV are approved by the Town Engineer, regardless of what Shelby County says, your project will be stopped and the fee will be tripled.
9. All checks for fees MUST be delivered or mailed to Town Hall. DO NOT MAIL OR DELIVER THEM TO THE TOWN ENGINEER.
10. Again, there is a new Erosion and Sediment Control. You will need to obtain a permit to disturb land, regardless of the land area. This is the link to the ordinance: <http://www.indianspringsvillage.org/wp-content/uploads/2017/08/Erosion-and-Sedimentation-Control-Ordinance-No-2016-003.pdf>