

## City of Indian Springs Village

### Special Instructions to Contractors doing business within ISV city limits

Special Instructions to Contractors:

If you need to obtain a building permit, you are required to have an Indian Springs Village business license. **Please follow the below instructions to expedite your license:**

- Download and complete the Business License Application
- Determine your fee amount:
  - General Contractor Fee: \$212
  - Other Contractor (plumbing, electrical, etc.): \$62
- Most jobs require a zoning verification fee of \$100. Contact the City Engineer, Frazier Christy, at 617-0565.
- Enclose a check for the license fee and zoning verification fee (if applicable) made payable to Indian Springs Village, and mail to: Indian Springs Village, ATTN: City Clerk, 2635 Cahaba Valley Road, Indian Springs, AL 35124.
- Once your payment is received, **please allow up to five (5) business days for your application to be processed.**
- Once your application is processed, your license will be generated and a copy will be emailed to the City Engineer and Shelby County Permits. The original will be mailed to the mailing address listed on your application.