

BUILDING PERMIT PROCEDURES

Indian Springs Village (ISV) does not issue building permits. Shelby County issues building permits and performs all inspections **but** only with ISV approval. ISV approval is needed to ensure all projects comply with ISV ordinances. Therefore, all building projects start with ISV.

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, walls or alterations to drainage are contemplated, are exempt. However, these undertakings may be subject to the Erosion and Sediment Control Ordinance (ESCO) and/or Subdivision Regulations, Appendix A – Design Standards, Article IX. The Town Clerk must be contacted prior to beginning ANY project to determine the need for Zoning Verification, ESCO permit or Storm Water Detention. The process is as follows:

1. You will first need to have a detailed written plan showing the building, structure, alteration or repair. You should have this information along with your contact information emailed to the Town Clerk at joan@indianspringsvillage.org, along with a Zoning and Foundation Verification Review Application. The application is found on the ISV web-site <https://www.indianspringsvillage.org> . The Town Clerk or the town engineer will contact you.
2. You should also submit to ISV a Front Elevation View of the house that clearly defines the height of the house or structure 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 or structure. If the grades are to be modified along that line, then the existing and proposed grades must be shown.
3. The Zoning and Foundation Verification Review application (ZV)(FV) MUST BE COMPLETED IN FULL and all required information reviewed and approved by the Town Engineer prior to Shelby county issuing a building permit and performing inspections. All structures shall be shown on the plan with the current zoning required setbacks. Parcel #, lot#, block, sector, subdivision, Map book and page can be found at <https://www.maps.shelbyal.com.html5/> . In the search box, type in the address. Information needed will pop up in a box.
4. In the event of new construction, additions to existing structures, construction of accessory structures, pools, etc. a Foundation Verification is required. The same form is used for both zoning and foundation, just check the foundation box. (Form is on the ISV web-site.) 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. 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. All setbacks required by the zoning ordinance shall be clearly shown.

5. For ALL new construction, a second Foundation survey will be required to be submitted before any framing can be started, to establish that the foundation was placed as intended. At the time of submitting the Foundation Survey, you must also submit the completed Foundation Verification form: <https://www.indianspringsvillage.org/wp-content/uploads/2019/05/Zoning-and-Foundation-Verification-Review-Application.pdf>
All structures shall be shown on the plan with the current zoning required setbacks.
6. ISV has an Erosion and Sediment Control ordinance along with a Storm Water Detention Section in our Subdivision Ordinance. You will need to obtain a permit to disturb land, regardless of the land area along with a bond unless the Town Engineer determines that a bond is not required. The link to the ordinance is: <https://www.indianspringsvillage.org/wp-content/uploads/2017/08/Erosion-and-Sedimentation-Control-Ordinance-No-2016-003.pdf> . The Storm Water Detention requirements can be reviewed at: <http://www.indianspringsvillage.org/wp-content/uploads/2017/08/2015/006-Sub-Division-Regs-final.pdf>
7. The current fees for these applications are defined in the Fee Ordinance: <http://www.indianspringsvillage.org/wp-content/uploads/2017/08/2016/013-Fee-Schedule.pdf> However, if you begin construction before the ZV or framing before the FV are approved by the Town Engineer, regardless of what county or other municipal direction says, your project will be stopped and the fee will be tripled.
8. All checks for fees should be delivered to the Town Hall at 2065 Cahaba Valley Road, Indian Springs Village 35124 OR go to web-site and click on "I want to" tab. Scroll down to pay pal. Click on pay pal and pay online. DO NOT MAIL OR DELIVER CHECKS TO TOWN ENGINEER.