



New Business Inspection Request

P.O. Box 1479, Pelham, Alabama 35124 | 205.620.6411
permits@pelhamalabama.gov

DATE RECEIVED: _____

PERMIT NO.: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

OWNER OF BUSINESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER/LEASING AGENT: _____

PHONE: _____

TYPE OF BUSINESS: _____

DESCRIPTION OF BUSINESS: _____

PREVIOUS BUSINESS AT THIS LOCATION: _____

DATE BUSINESS MOVED: _____

- Is the new business considered a "Change of Use" of the building/suite? ___ Yes ___ No
- Does the business owner currently operate this business in another location? ___ Yes ___ No
- Does the proposed business fall under Appendix A Article XXV Detailed Use Regulations or Article XV Sec. 9-16 of the Pelham, Alabama Code of Ordinances? (Attached) ___ Yes ___ No
- Are the utilities in the building owner's name? ___ Yes ___ No
- Will the tenant be required to have utilities in the business name? ___ Yes ___ No
(If yes, a VOC inspection will be required as part of the new business inspection)
- Will any construction and/or demolition be required for the new business to operate from this location? ___ Yes ___ No (If yes, please contact the Building Department for further information on new construction/remodel)
- Will a new sign be part of this new business? ___ Yes ___ No (If yes, please submit a sign permit application to the Building Department)

SIGNATURE OF APPLICANT

APPLICATION DATE

*There is a \$40.00 inspection fee assessed by the Building Department, which is due prior to the inspection

DATE RECEIVED: _____

PERMIT NO.: _____

ADDITIONAL REQUIREMENTS FOR CERTAIN BUSINESS TYPES

Appendix A Article XXV Detailed Use Regulations

Group Home/Family Care Home

Day Care Home

Day Care Center

Home Occupation

Industrial Park Regulations

Manufactured (Mobile) Homes

Modular (Mobile) Offices

Motor Vehicle Sales or Rental Lot

Gasoline Service Station

Vehicle Repair (Major)

Hospitals

Retirement/Nursing Homes

Veterinary Clinics/Vet Hospitals/Dog Training Facility/

Boarding Facility/Outside Kennels or Dog runs

Short-term and Seasonal Businesses

Special Events

Article XV Additional Regulations for B-2 Businesses

Alternative Financial Services

Gold or Silver Object Dealer

Massage Parlor

Tattoo and/or Body Art Establishment

Tobacco and/or Vape Shop

Thrift Store

CBD Shop

OFFICE USE ONLY

ZONING VERIFICATION

ZONING CLASSIFICATION _____

___ Yes ___ No CORRIDOR OVERLAY DISTRICT

___ Yes ___ No FEMA FLOODPLAIN

___ Yes ___ No ADDITIONAL REQUIREMENTS FOR CERTAIN BUSINESS TYPES

___ Yes ___ No BUILDING/DEMO PERMIT REQUIRED?

___ Yes ___ No SIGN PERMIT REQUIRED?

APPROVALS

Zoning - S. Proctor _____

Engineering - C. Cousins _____

Fire Department - W. Greene _____

Building - L. Peters _____

INSPECTION SCHEDULED: _____ DATE & TIME: _____

NEW BUSINESS APPROVED: ___ Yes ___ No

BUILDING INSPECTOR: _____ DATE: _____

FIRE INSPECTOR: _____ DATE: _____



New Business Inspection Checklist

P.O. Box 1479, Pelham, Alabama 35124 | 205.620.6411
permits@pelhamalabama.gov

Yes - Meets Requirements No - Does Not Meet Requirements

Fire / Life Safety

Y N

- Have the address posted on the outside of the business. Minimum of 4" and contrasting in color to the business. They must be visible from the road.
- One 2-A:10 B: C fire extinguisher per 75' of travel.
- Extinguisher shall be mounted to be visible and no higher than 3.5' - 5' above the floor to the top of the handle.
- Extinguishers shall be serviced annually (last service date shown on State Fire Marshal's tag).
- Commercial Cooking Applications – Shall have at least one Type K Extinguisher in the kitchen area. The extinguisher is to be mounted on the wall no higher than 3 ½ feet from the floor in the path of egress with a travel distance no greater than 30' from the cooking appliances.
- Hood / Duct fire suppression system shall be serviced every six months.
- Fire doors are maintained, self-closing, and latching.
- Exit doors, aisles, corridors, and stairs are free of obstructions and storage.
- Exit signs are illuminated and battery backup functional
- With the exception of the front entry/exit, all locking hardware must be single-action, requiring only one motion to unlock the door and exit. The use of thumb-turn deadbolts is allowed only when inner-connected to the door handle.
- Fire alarm system – System is current on inspections and operational – Annual service from a state-licensed fire alarm company is required.
- A minimum of 18" clearance required below sprinkler heads.
- Defective heads (bent or painted) shall be replaced.
- Extension cords are not allowed. They are permitted for temporary use for less than 90 days. They shall not be run through the ceiling, walls, or under rugs or across door ways.
- Repair or replace all holes in walls / ceilings (missing ceiling tiles) in fire-resistive construction.

Building Department

Y N

- There shall be a minimum of 36" clearance around panel or electrical boxes.
- Breaks shall be permanently labeled.
- All electrical receptacles shall be provided with cover plates.
- Exposed electrical wiring
- Electrical junction box missing cover
- Warehouse Operations – All rack storage that is 8' tall and higher requires a permit through the City of Pelham Building Department prior to installation. This will ensure proper design methods that require minimum compliance of seismic anchoring, structural design, and load-bearing capabilities, as well as proper aisle spacing and related exiting requirements. As height increases in rack storage, other requirements and permits will be required from the fire department. Keep all aisles and flue spaces (areas between racks when fastened together and the racks and calls) clear.
- Building Additions/Alterations were not added without a permit.
- Guard rails/hand rails missing, damaged or not secured.

Zoning Department

Y N

- General housekeeping inside & outside of the building is kept orderly.
- Service & loading areas, outdoor storage areas, trash receptacles, utility equipment, mechanical units, satellite dishes, and similar appurtenances shall be located so as to minimize visibility from the public right-of-way and shall be visually screened from view from off the premises.
- No outside storage of any type is allowed in B-2, B-3, and B-4 zoning areas.
- No temporary storage containers are allowed in the Corridor Overlay District.
- Only Monument style, free-standing signs will be permitted in the Corridor Overlay District. Banner signs require a permit. No wind-driven or animated signs are allowed.
- Mechanical units shall be ground-mounted whenever possible. However, in all cases, roof-mounted units and ground-mounted units shall be screened from view from the public right-of-way.
- Any change of use will require meeting the parking requirements for the use and potentially the landscape ordinance.



Business License Application

P.O. Box 1238, Pelham, Alabama 35124 | 205.620.6480

APPLICATION TYPE: New Owner Change Name Change Location Change

LEGAL BUSINESS NAME: _____

TRADE NAME (DBA) IF DIFFERENT FROM ABOVE: _____

FORM OF OWNERSHIP: Sole Proprietorship Partnership Corporation
 Limited Liability Co. Professional Association
 Other (Specify) _____

PHYSICAL ADDRESS: _____ PHONE: _____
_____ EMAIL: _____

MAILING ADDRESS: _____
(if different from above) _____

OWNERS, PARTNERS OR OFFICERS (Attach a separate sheet if necessary)

Name	Residence Address	SSN	Title	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Number of employees: _____

NAME & PHONE FOR CONTACT PERSON: _____

BRIEF DESCRIPTION OF BUSINESS ACTIVITY IN PELHAM: _____

BUSINESS LOCATED IN OR OUT OF PELHAM CITY LIMITS

DATE ACTIVITY TO BEGIN IN PELHAM _____

IF BUSINESS HAS A PHYSICAL LOCATION IN PELHAM, LIST MANAGER'S NAME: _____

STATE SALES OR USE TAX NUMBER: _____ FEDERAL ID NUMBER: _____

TAX FORMS NEEDED SALES/SELLER'S USE CONSUMER'S USE RENTAL
 LODGING LIQUOR GAS NONE

This application has been examined by me and is, to the best of my knowledge, a true & complete representation of the above business.

SIGNATURE OF APPLICANT _____ TITLE _____ APPLICATION DATE _____

PRINT NAME _____

OFFICE USE ONLY

ACCOUNT ID # _____ REVIEWED BY _____



Statement of Projected Receipts

License Year 2023

P.O. Box 1238, Pelham, Alabama 35124 | 205.620.6480

I, _____, _____
Name Title
for and in behalf of _____
Business name
do project the gross receipts subject to Pelham's license for the beginning business date through
December 31, 2023 to be _____.
Amount

The 2023 business license fee is calculated using the projected gross receipts for the year.
Adjustments to the actual gross receipts for the year 2023 will be made on the 2024 license
renewal.

Signature of Applicant

Date

NOTE: Beginning in 2024 (and each year thereafter), you will calculate your license on your total
gross receipts of the next preceding year.



Emergency Information

P.O. Box 1238, Pelham, Alabama 35124 | 205.620.6480

To enable the Pelham Police and Fire Departments to serve your business in the most efficient manner, we ask that you provide us with the following information. *Please note, this information will be used for emergency purposes only and will not be given to the public.*

BUSINESS NAME: _____

ADDRESS: _____

BUSINESS PHONE: _____

DESCRIBE THE LOCATION OF THE BUSINESS AS IT RELATES TO WELL KNOWN LANDMARKS

Yes No Do you have a burglary alarm?

Yes No Do you have a robbery alarm?

Yes No Do you have a fire alarm?

Yes No Do you have a fire sprinkler system?

Yes No Will your alarm(s) contact the Police/Fire Departments directly?

Yes No Will you be storing any materials that could possibly be a safety concern in an emergency? If yes, explain _____

Please list below the individuals we should contact in case of an emergency involving your business. List them in order they are to be called. In the ETA space, please indicate the approximate time it will take this person to arrive at the business from their home.

NAME	PHONE	ETA
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please feel free to contact either the Police or Fire Department if you have questions or need to provide further information.



Corridor Overlay Requirements for New Business Inspections

6 ARTICLE XXI. CORRIDOR OVERLAY DISTRICT

Sec. 1. Intent.

Recognizing the special nature of certain thoroughfares and the impact of the appearance of this corridor and its importance to the local economy, the intent of this section is to establish minimum standards and regulations for all building development, building design and orientation, site development, signage, and landscaping, that will help ensure that development is aesthetically pleasing and economically viable. This section applies to all land in the corridor, regardless of the underlying zoning district designation, and supersedes base district regulations in the corridor unless the zoning district requirements are more stringent. In those cases, the base district regulations apply.

The purpose of these regulations is to ensure creativity and compatibility of the planning and design among land uses in the corridor as well as to encourage a responsible land ethic. Additionally, these regulations have been developed with consideration of the character of the corridor in an attempt to ensure quality development and redevelopment as it occurs, to conserve the value of property as well as to enhance the investment of all those locating within the corridor.

These corridor overlay districts are designed to work in conjunction with the underlying zoning district(s), present and future, in order to exercise reasonable control over the land and to accomplish the stated purpose.

(Ord. No. 135-182, 7-16-07)

REQUIREMENTS

Sec. 2. - Areas of applicability.

These regulations shall apply to all lots, parcels, and tracts that have any frontage upon the following rights-of-ways within the corporate limits of the City of Pelham:

- AL State Highway 31
- AL State Highway 119
- AL State Highway 261
- Amphitheater Road
- Applegate Parkway
- Business Park Drive
- Commerce Boulevard
- Huntley Parkway
- Metro Parkway
- Oak Park Drive
- Oak Mtn State Park Road
- Interstate 65
- Old Montgomery Highway
- Shelby Co. Highway 11
- Shelby Co. Highway 17
- Shelby Co. Highway 35, a distance of .5 miles in a general northerly direction from its intersection with Shelby Co. Highway 52 W
- Shelby Co. Highway 52 W
- Southgate Drive

The uses permitted under any zone district classification coupled with the Overlay District are not affected by such overlay district designation. Only the potential development of the subject property is affected.

In the interpretation and application of this section, all provisions shall be:

- Considered as minimum requirements; and
- Substantially construed in favor of the governing body.

Any property developed as single-family residential shall be excluded from the requirements of this section. (Ord. No. 135-182, 7-16-07; Ord. No. 135-218, § 2, 4-2-18)

REQUIREMENTS

Sec. 3. Submission requirements.

All design elements required by this section shall be illustrated or described within the application materials prepared for the review of staff. Any submission made without such requirements shall be deemed incomplete. Incomplete submissions shall not be considered. (Ord. No. 135-182, 7-16-07)

Sec. 4. Regulatory interpretation process.

The zoning official is empowered to make interpretations of the requirements stated within the corridor overlay district. An appeal of the zoning official's interpretation may be filed with the city council. (Ord. No. 135-182, 7-16-07)

Sec. 5. Site design.

In consideration of an application for a building permit for property located in the corridor overlay district, the property owner or his or her agent shall submit a site plan and accompanying information to the City of Pelham Department of planning, engineering and permits for review and approval. The site plan shall be drawn to a scale no smaller than one inch equals 50 feet and shall show the following information:

1. All dimensions and distances, property lines, easements, landscaping, buffers and public and private rights-of-way.
2. Existing and proposed buildings and structures, including signs, trash containers, fences, walls, light poles, power poles, outdoor utility equipment and structures, and roof and ground-mounted mechanical appurtenance units. Power to any new construction shall be underground.
3. Location, height, size, materials, color, and lighting of all signs. See Article XXII, sign ordinance.
4. Bodies of water, stormwater detention areas, drainage structures, sanitary sewer lines and facilities, and water distribution lines.

REQUIREMENTS

5. Driveways, accommodations for pedestrians, parking areas, existing and proposed parking spaces, access aisles and other vehicle maneuvering areas; along with all required landscaping. See Article XXIII, off-street parking and loading requirements and Article XXIV, section 9, landscaping and buffers.
6. All existing and proposed built improvements, natural features such as rock outcroppings, streams, and other landscape elements; plant materials keyed to a planting schedule with botanical names, common names, cultivar (if any), quantity of materials, size of materials at the time of planting.
7. Sufficient information and detail to clearly demonstrate that all applicable requirements and standards of this section are fully satisfied.
8. The site plan shall be accompanied by:
 - a. A grading plan which shows all areas of cut and fill and the grade of all finished floor elevations.
 - b. An access management plan approved by the Alabama Department of Transportation or the Shelby County Highway Department, dependent upon which regulatory authority is responsible for the right-of-way being accessed.
 - c. Certification that building orientation, materials and design comply with the requirements of section 6 [of this article].
 - d. An exterior lighting plan which shows compliance with section 8 [of this article], including the proposed foot candles of artificial light on and off premises.
 - e. A sign plan which shows compliance with section 10 [of this article].
 - f. A landscape plan and an irrigation plan which shows compliance with section 12 [of this article].
 - g. An erosion and sedimentation plan which meets or exceeds the requirements of the City of Pelham "Ordinance to Establish Storm Water Management and Water Quality Controls, Programs, Regulations, Prohibitions, and Penalties" (Ordinance No. 328).
 - h. Other plans or specifications necessary to show compliance with this section.
9. Screening walls and fences shall be compatible in color and materials of the building on the premises, which show compliance with section 7 [of this article].

REQUIREMENTS

10. Color and lighting of all signs shall be compatible in color with material of the building on the premises. Location, height, size: see Article XXII, sign ordinance. No structure or land shall hereafter be located, extended, converted, or structurally altered without full compliance with the terms of this Section and other applicable regulations (Ord. No. 135-182, 7-16-07)

Sec. 6. Building design and orientation.

The following standards shall apply to all development in the corridor, except single-family detached dwellings:

1. Minimum front building setback from the corridor overlay district right-of-way shall be 50 feet. The maximum front building setback shall be 75 feet from the right-of-way.
2. Service and loading areas, outdoor storage areas, trash receptacles, utility equipment, mechanical units, satellite dishes and similar appurtenances shall be located so as to minimize visibility from public right-of-way and shall be visually screened from view from off the premises. Trash receptacles shall be located within a four-sided structure which completely conceals the trash receptacle. The color and architecture of the structure shall be compatible with that of the building which it serves.
3. The outdoor display of sales merchandise and outside storage shall not be visible from public right-of-way. However, the requirements set forth for outside storage in the applicable underlying zoning district corresponding to each permitted use shall apply.
4. Mechanical units shall be ground-mounted whenever possible. However, in all cases, roof-mounted units and ground-mounted units shall be screened from view from public right-of-way.
5. Building orientation shall be such that the structure's main entrance fronts the Corridor, and that a minimum of 60 percent of the structure's width is along the front building line. Loading and service areas shall not face the corridor right-of-way, except in the case of double frontage lots, where such areas must be located in a rear or side yard which faces the right-of-way. All loading and service areas shall be screened from view from off the premises.

REQUIREMENTS

6. In order to prolong the life of buildings, reduce the need for periodic maintenance and maintain a character, which is commensurate with the public interest, the following materials shall be used as primary exterior building wall finishes on portions of the building which are visible from the corridor overlay district right-of-way: brick, stone, glass, wood, stucco, imitation stucco, composite, precast concrete, poured concrete, and/or split-face concrete block. Primary shall mean a minimum of 75%. Any of these listed materials can be used in combination to meet the primary requirement. Other architectural grade finishes may be used for accent at the discretion of the Zoning Administrator or Director.
7. Nonstructural awnings, covered with cloth fabric, or rigid metal, shall not project more than seven feet from the building wall shall neither be lower than eight feet nor higher than 14 feet above grade and shall not be internally illuminated. (Ord. No. 135-182, 7-16-07; Ord. No. 135-244, § 1, 1-24-22)

Sec. 7. Fences and walls.

1. Screening walls and fences shall be compatible in color and materials of the building on the premises.
2. Fences designed to create privacy or separation shall be made of masonry, ornamental metal, durable wood, vinyl that is designed and fabricated to appear as wood, or a combination of these materials. Chainlink, plastic or wire fencing is not permitted for fences visible from public property.
3. When visible from public property, solid fences shall have an evergreen-landscaped strip on the corridor overlay district right-of-way side of the fence.
4. Fences and walls shall not restrict traffic intersection sight lines. (Ord. No. 135-182, 7-16-07)

REQUIREMENTS

Sec. 8. - Exterior lighting. (EXISTING LIGHTING ONLY)

1. Lighting shall have underground electric service.
2. The intensity, location, and design of lighting shall be such that not more than one foot candle of light is cast upon adjacent property or the public right-of-way. Light fixtures shall be designed to cast light downward. Where necessary, cutoff devices shall be used to minimize glare off-premises.
3. Exterior lights shall not exceed 20 feet in height.
4. Wooden light poles are prohibited on private property.
5. Light poles and fixtures shall be compatible with the architecture of the buildings on the premises.
6. Flashing, blinking, or intermittent lights, or bare neon tubing, are prohibited.

Sec. 9. - Grading and drainage.

1. Except for retaining walls, smooth topographic transition shall be provided throughout the site and between properties. Slopes steeper than a three to one slope (three horizontal to one vertical) are prohibited.
2. The exterior surface of retaining walls shall be compatible with the architecture and site design of the property.
3. Retaining walls which exceed eight feet in height and are visible from public right-of-way shall be visually screened with vegetation. (Ord. No. 135-182, 7-16-07)
4. In areas that are visible from the public right-of-way, subsurface drainage structures, and grass swales shall be used to manage stormwater. Open ditches are prohibited.
5. The use of crushed granite or limestone for slope stabilization is prohibited in the public right-of-way and areas which are visible from the through and auxiliary lanes of the corridor overlay district right-of-way.
6. Prior to the issuance of a certificate of occupancy for the premises, all slopes shall be stabilized with grass or other evergreen ground cover or other vegetation.

REQUIREMENTS

Sec. 10. Signs.

1. Only monument style free-standing signs will be permitted in the Corridor Overlay District. Sign materials for the base and supporting elements shall be coordinated with the exterior cladding of the structures.
2. Signs in the Corridor Overlay District shall be in accordance with the following:
 - a. A monument sign not to exceed 20 feet from the grade, at a maximum size of 90 sq.ft.
 - b. Wall signs on no more than 2 building walls, not to exceed 20% of the front building wall, however, the maximum square footage for both walls cannot exceed 150 square feet. The front building wall shall provide the majority of this allowance, while the secondary wall sign is limited to 10% of the overall allowable square footage.
 - c. Any electronic message display sign cannot exceed 50 percent of the total copy area of the monument sign, subject to the following:
 - i. No such sign shall feature any flashing, scrolling or other movement.
 - ii. The screen image shall be static, with a thirty (30) second delay for each screen image.
 - d. Cabinet or box signs are not allowed for wall signs, except for low profile logo shape signs. (Ord. No. 135-182, 7-16-07).

Sec. 11. Parking regulations.

1. Off-street parking spaces shall be provided in accordance with the requirements for specific uses set forth in Article XXIII, off-street parking and loading requirements, in addition to the following:
 - a. No more than two rows of parking shall be allowed
 - b. Overall available parking shall not exceed more than five percent of the required parking as required in Article XXIII. (Ord. No. 135-182, 7-16-07)

REQUIREMENTS

Sec. 12. Landscape buffer regulations.

1. Landscaping and buffers shall be in accordance with the requirements for specific uses set forth in Article XXIV, section 9, landscaping and buffers, in addition to the following:

- a. For parking areas exceeding 25 spaces, landscaped parking islands shall be provided for each 10 parking spaces. An alternate landscape parking plan to provide a continuous landscape strip to separate rows of parking with each row capped with a landscaped island, may be allowed at the discretion of the Zoning Administrator or the Director.
- b. Landscape buffer strip shall be provided as follows:
 - i. Front buffer strips shall be a minimum of ten (10) feet, planted with one (1) shade tree per thirty (30) linear feet of lot frontage, supplemented with a continuous double-staggered row of shrubs.
 - ii. Rear and side buffer strips shall be a minimum of five (5) feet, planted with one shade tree per thirty linear feet.
- c. A minimum ten (10) foot buffer shall separate industrial uses from commercial uses.
- d. A minimum (20) twenty-foot buffer shall separate commercial uses from residential uses. The buffer may be a planted buffer meeting Art. XXIV, Sec. 9, a privacy wall or a combination of both plantings and wall
- e. A minimum (30) thirty-foot buffer shall separate industrial uses from residential use. The buffer will consist of a privacy wall supplemented with evergreen plantings. (Ord. No. 135-182, 7-16-07)

REQUIREMENTS

Sec. 13. Severability clause.

If any section, subsection, clause, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision, or portion of this ordinance which is not in and of itself invalid or unconstitutional. (Ord. No. 135-182, 7-16-07)

PLEASE ACKNOWLEDGE YOU HAVE RECIEVED THIS INFORMATION

Signature

Date