

NEW SINGLE FAMILY OR DUPLEX CONSTRUCTION CHECKLIST

This checklist is designed to aid both the Applicant and the City of Gulf Shores in the processing of a single family or duplex construction application.

- Completed [Building Permit Application](#)
- Completed and signed [Agent Authorization Form](#)
- Complete and signed [Permanent Power Release Form](#)
- Elevation Certificate for any property located in a flood zone
- [V-Zone Certificate](#) for any property located within a V Flood Zone.
- [Application to develop in a Special Flood Hazard Area](#) for any property located in either an A or a V Zone.
- [Turnout Permit](#) for driveway
- [Sub-Contractor list](#) (Prior to scheduling a Temporary to Permanent power inspection.)
- An approved energy efficiency check otherwise known as a RESCHECK
- An approved Manual J for HVAC compliance
- One digital set of stamped engineered drawings set in PDF format
- A current plot plan stamped by a registered surveyor to include any new and/or existing structures
- A copy of the water and sewer tap receipt from Gulf Shores Utilities or other utility provider. (251-968-6323)
- Any driveway that is accessed by any state highway requires an [ALDOT Permit](#)
- If the property is located within the Alabama Beach Mouse Habitat, you will be required to submit an approved [Incidental Take Permit](#) from the US Fish and Wildlife Service. (251-441-5181)

PLEASE NOTE:

- **After the issuance of the building permit, an as-built survey is required prior to any vertical construction**
- **Under Construction Elevation Certificate for any structure located in a flood zone is required prior to any vertical construction**