

**CITY OF MOBILE
COMMERCIAL PLAN REVIEW CHECKLIST**

Land Disturbance Application:

(Required for any increase in impervious area, including building additions)

Site grading and Drainage Plan. Two (2) copies of the site grading and drainage plan (one for Right Of Way and the other for the City Engineering Department to review). The plans are to be signed and sealed by a licensed, Alabama professional engineer, showing pre-construction and final grade elevations. The plans should include sufficient storm water calculations, project narrative, erosion control plans, a storm-water retention system maintenance plan, as well as a *Land Disturbance Application*. A *Letter of Supervision* from the licensed engineer with a signature and wet/original seal will be required.

Site Plan. Three (3) copies of the Site Plan for review by Planning, Urban Forestry and Traffic Engineering, signed and sealed by an Alabama registered architect or a licensed engineer. The Site Plan should include the following: scale, North arrow, current zoning of the site and adjacent sites, sidewalks (existing and proposed), legal description, dumpster, parking (with typical dimensions), drives (including dimensions of aisle widths and radii), existing and proposed structures, address, vicinity sketch and the proposed use of the building.

Tree and Landscape Plan. Two (2) copies of the Landscape Plan, illustrating compliance with the City of Mobile’s Zoning Ordinance, for review by Urban Forestry and Planning, and signed by the owner. Plan must also illustrate any existing 24” and larger live oaks.

Checklist: 2 Grading & Drainage Plans, *Land Disturbance Application*, Letter of Supervision,
 3 Site Plans, 2 Tree and Landscape Plans, Plan Review Fee (if submitted independently of construction plans)

*** Please note that a Land Disturbance Permit only allows site clearing and preparations; it does not permit footings, reinforcement or foundation work. A building permit and fee is required at the time the building permit is issued.**

Construction Plans and Specifications

Three (3) complete sets of construction plans and two (2) sets of specifications for review by Code Administration (Building, Electrical, Mechanical and Plumbing) and the Mobile Fire Department. Each set must include the *Building Code Summary*. Each set should include a Site Plan and Landscape Plan, and illustrate compliance with the Building, Electrical, Plumbing, HVAC, Fire Prevention and Life Safety Codes. Each page must be signed and sealed by an Alabama architect or professional engineer. Furthermore, a *Letter of Supervision* is required from the architect and engineer of record who is responsible for overseeing the construction of the work and ensuring compliance with the City codes ordinance. This letter **MUST** be an original with the wet seal and signature on the architect’s or engineer’s letterhead. The time required to review plans may vary depending on the size and complexity of the project. Therefore, please note reviews by some departments and agencies may require a longer review time. Also include the plan review fees payable to the City of Mobile—the plan review fee will be a minimum of \$101.00 PLUS the applicable Fire Department Plan Review Fee as illustrated below.

Checklist: 3 Complete sets of construction plans, 2 sets of specifications, Plan Review Fees, Letter of Supervision

Plan Review Status and Plan Revisions

Plan review comments may be checked utilizing our website www.cityofmobile.org, click on “Urban Development” and then select “Check on Status of Permit Requests.” Plan review and permit status may be checked by utilizing the case number(s) or project address.

Revisions should be CLOUDED but send only the affected pages. Please send all clouded revisions in **triplicate**; revisions should be stapled and contain a brief description identifying the nature of the revision and the project.

Plan Review (Building and Trades) Fees

Fire Department Plan Review Fees

Submission: \$101.00
1st Re-submittal: \$201.00
2nd Re-submittal: \$501.00
3rd Re-submittal \$1001.00
4th Re-submittal \$2001.00

Standard Commercial Fee: \$86.00*
*For a single story structure less than 15,000 sq.ft. This fee includes the initial submission and one revision or corrected submittal (with clouded revisions). Any 3rd or subsequent submittals on the same project shall be charged an additional \$85.00 per submission.
Large Commercial Fee: \$171.00*
*For single story structure containing 15,000 sq.ft. or more, multi-story structures, large assembly occupancies or shopping centers. This fee includes the initial submission and one revision or corrected submittal (with clouded revisions). Any 3rd or subsequent submittals on the same project shall be charged an additional \$85.00 per submission.

Contact: Willie Fairley Building Inspector
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251-208-7593 ** 251-208-7023 (fax)