



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: _____



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 2022

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, 2022 to be _____.
Amount

The 2022 business license fee is calculated using the projected gross receipts for the year.
Adjustments to the actual gross receipts for the year 2022 will be made on the 2023 license
renewal.

Signature of Applicant

Date

NOTE: Beginning in 2023 (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.

Pat Cheatwood
Chief of Police

Mike Reid
Fire Chief



Corridor Overlay Requirements for New Business Inspections

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
- 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.

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.

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.

Sec. 5. - Site design.

NEW BUSINESS INSPECTIONS WILL CONTAIN AN INSPECTION FOR THE HIGH LIGHTED ITEMS

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.
3. Location, height, size, materials, color, and lighting of all signs. See Article XXII, sign ordinance.

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

REQUIREMENTS

4. Bodies of water, stormwater detention areas, drainage structures, sanitary sewer lines and facilities, and water distribution lines.

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), the 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].

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

REQUIREMENTS

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].

10. Color and lighting of all signs shall be compatible in color with the 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)

REQUIREMENTS

Sec. 5. - 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.

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 the 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. SCREENING FOR DUMPSTERS WILL BE REQUIRED FOR NEW BUSINESSES.

3. The outdoor display of sales merchandise and outside storage shall not be visible from the 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. NO OUTSIDE STORAGE ALLOWED IN B-2 ZONES.

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 the public right-of-way.

5. Building orientation shall be such that loading and service areas do not face the corridor overlay district 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.

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

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, approved architectural metal, precast concrete, poured concrete, and/or split-face concrete block.

7. Nonstructural awnings, covered with cloth, plastic or other fabric, 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.

Sec. 7. - Fences and walls.

1. Screening walls and fences shall be compatible with the 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 like 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 sightlines.

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

REQUIREMENTS

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

1. Lighting shall have underground electric service, except where the lights, service poles, and wires are not visible from public right-of-way.

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)

REQUIREMENTS

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.

Sec. 11. - Parking regulations.

1. Off-street parking spaces shall be provided in accordance with the requirements for the specific uses set forth in Article XXIII, off-street parking and loading requirements. ALL NEW BUSINESSES REQUIRE PAVED PARKING PER OFF-STREET PARKING 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. ALL NEW BUSINESSES REQUIRE LANDSCAPING AND IRRIGATION REQUIRED PER CITY REGULATIONS.

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 RECEIVED THIS INFORMATION

SIGNATURE

Date