



TOWN OF HIGHLAND LAKE
612 Lakeshore Drive
Highland Lake, AL 35121
(205) 625-6407
Email: tnhlndlk@otelco.net

STEPS REQUIRED TO OBTAIN A BUILDING PERMIT

1. Obtain a survey of property on which structure is to be placed.
2. If property is identified as in a Special Flood Hazard Area identified by FEMA on the August 3, 2009 flood insurance maps, the survey should include the elevation of the lowest floor, including basement, elevated no lower than one foot above the base flood elevation.
3. If building is to be a residence, contact a surveyor, professional engineer or professional soil classifier to perform a perc test and soil borings to determine suitability for an on-site sewerage disposal system as per Chapter 420-3-1 of Alabama State Department of Health rules.
4. Contact Blount County Health Department (205-274-2120) to obtain a permit to install an on-site sewerage disposal system.
5. Contact Town of Highland Lake to apply for a building permit. Items required to obtain a building permit include:
 - Elevation Certificate (if developing in a special flood hazard area)
 - Approved Health Department application
 - Copy of approved Health Department permit
 - Set of house plans showing details relative to building materials to be used, foundation plans and framing details
 - Copy of survey or sketch showing proposed location of house and setbacks as required

Please note:

Building Inspector must approve all building plans before permits can be issued.

All contractors (general and subs) must have obtained a business license before a final inspection will be done.



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NOTES RELATIVE TO CONSTRUCTION WITHIN HIGHLAND LAKE

- Minimum house size is 1800 square feet in living area.
- Minimum building setbacks are 25' from any street right of way and minimum 10' from property lines.
- Minimum septic system setbacks as follows: Septic tank 5' from house and field lines 5' from property lines and a minimum 5' from street right of way and 50' from 900' contour line. See Chapter 420-3-1-22 for other requirements relating to cuts and fills, etc.
- The lowest floor, including basement, must be elevated no lower than one foot above the base flood elevation (902.25 BFE for Highland Lake). An on-site inspection is required at the time of completion of the lowest floor.
- Culvert size must be established by the county engineer. Minimum 15" approved culverts on lots requiring drainage at the driveway prior to construction. Ditches must remain open during construction period.
- No construction blasting permitted w/o approval from Highland Lake Town Hall. If approved, state license, certification and insurance must be current prior to start of construction.
- All construction to be built according to 2009 International Building Codes and National Electric Code.
- Certificate of occupancy required prior to permanent turn on. This will be issued to homeowner or builder upon final approval from inspector.