

ONE STOP PERMITTING

**ADDRESSES, SIDEWALK
OPENINGS/VAULTS**

CITY OF BIRMINGHAM

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MAYOR**



**DEPARTMENT OF PLANNING,
ENGINEERING AND PERMITS**

www.birminghamal.gov

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ADDRESSES

WHO NEEDS AN ADDRESS?

Every house or building fronting upon a street of the city shall bear a number corresponding to the number of the block section comprised by the parcel of land upon which such house or building is situated.

WHERE DO I OBTAIN AN ADDRESS?

An address may be obtained from the Engineering Division of the Department of Planning, Engineering and Permits, City Hall, 2nd Floor, Room 210, 254-2333.

WHAT ARE THE REQUIREMENTS?

1. Individuals seeking an address must present a site plan, plus the legal description and/or parcel identification number.
2. Information is reviewed by an Engineering Division staff person and an address is assigned.

HOW LONG DOES IT TAKE?

Assigning an address takes from less than one (1) day to three (3) business days.

SIDEWALK OPENINGS AND VAULTS

WHO NEEDS ONE?

Anyone wishing to construct, use, cause to be constructed or use any sidewalk opening or vault.

WHERE DO I OBTAIN A PERMIT?

A permit may be obtained from the Engineering Division of the Department of Planning, Engineering and Permits, City Hall, 2nd Floor, Room 210, 254-2333.

WHAT ARE THE REQUIREMENTS?

1. Complete an application.
2. Submit three (3) sets of detailed drawings.
3. A certificate from a structural engineer licensed in the State of Alabama certifying the load capacity of the structure and that the structure is satisfactory for its current use.
4. Proof of insurance issued by an insurer licensed to do business in Alabama in an amount no less than \$100,000 per person and \$1,000,000 per occurrence and shall name the City of Birmingham, its officers, employees, and agents as additional insured.
5. A \$10,000 bond.
6. Application and plans will be routed to the City Engineer, City Traffic Engineer and Building Official for review. Review will take three (3) business days. Applicants will be notified when the review is complete.

ANNUAL INSPECTION

Owners of vaults and/or sidewalk openings shall have the vaults inspected annually by and provide the certification of a licensed engineer.

WHAT ARE THE REQUIRED FEES?

Initial fee	\$25
Annual renewal fee.....	\$10
Transfer fee.....	\$25

ARE THERE ANY PENALTIES?

Anyone who fails to obtain a required inspection, maintain inspection records, file a required inspection report or who provides false or misleading information in an inspection report shall be subject to a fine of not less than \$200 and not more than \$500 for each offense.