

CITY OF HUNTSVILLE
INSPECTION DEPARTMENT
P.O. BOX 308
HUNTSVILLE, AL 35804
(256) 427-5331
(256) 427-5346 – FAX

GENERAL CONTRACTOR OR OWNER:

TO WHOM IT MAY CONCERN:

Huntsville Ordinance No. 93-725 requires all contractors and sub-contractors to have a current privilege license and contractors liability insurance prior to doing work in Huntsville. In order to verify that all your sub-contractors are properly licensed, you are required to provide a schedule listing the ones you use on the following job:

Building Permit Number/Job Number: _____

Address of Job: _____

Please submit your sub-contractor schedule as soon as all final inspections have been completed. You must include the current license numbers for all sub-contractors and contract amounts on each. Sub-contractors schedules that do not include the sub-contractors current license number **will not be processed.** As the General Contractor or Owner Contractor, you will be responsible for using only properly licensed and insured sub-contractors. IT IS YOUR RESPONSIBILITY TO OBTAIN THIS INFORMATION FROM THE CONTRACTOR PRIOR TO SUBMITTING THIS SUB-CONTRACTORS LIST TO THIS OFFICE.

Only after we determine that each sub-contractor has paid their applicable license fee will we sign-off on the final release for power to be connected. You should inform all your sub-contractors of the necessity to pay their license fees and use-tax on materials brought into Huntsville and used on the job to alleviate any unnecessary delays in getting your power. No **CERTIFICATE OF OCCUPANCY** will be issued for any job until all sub-contractors have a current license, current certificate of insurance, and have paid all applicable use tax due to the City of Huntsville.

Please mail the sub-contractors list to the City of Huntsville Inspection Department, P. O. Box 308, Huntsville, AL 35804 or fax to 256-427-5346. If you have any questions concerning this matter call the Inspection Department.

Randy L. Cunningham
Director

RELEASE DATE: _____

PERMIT NUMBER: _____

RELEASED BY: _____

JOB NUMBER: _____

SUB-CONTRACTORS SCHEDULE C

GENERAL CONTRACTOR: _____

ADDRESS: _____

SUBDIVISION: _____ ADDRESS OF JOB: _____

JOB VALUATION: \$ _____ LOT NO. _____ BLOCK _____

NOTE: INCLUDE ALL LICENSE NUMBERS AND AMOUNT PAID OR THIS SCHEDULE WILL NOT BE PROCESSED

TYPE OF SUB-CONTRACTOR	SUB-CONTRACTOR NAME AND ADDRESS PLEASE INCLUDE ZIP CODE	LICENSE NUMBER AND PHONE NUMBER	AMOUNT OF CONTRACT
SITE WORK			
FOOTING/FOUNDATION			
BLOCK/BRICK			
FRAMER			
ROOFER			
INSULATION			
SHEETROCK			
WALLPAPER			
TRIM WORK			
GLASS			
CABINETS			
CERMAIC TILE			
CARPET/VINYL			

PERMIT NUMBER: _____

TYPE OF SUB-CONTRACTOR	SUB-CONTRACTOR NAME AND ADDRESS PLEASE INCLUDE ZIP CODE	LICENSE NUMBER AND PHONE NUMBER	AMOUNT OF CONTRACT
HEATING/AIR COND.			
CONCRETE/MASONRY			
PAINTING			
ELECTRICAL			
PLUMBING			
SEPTIC TANK			
LANDSCAPING			
GUTTERS/SIDING			
STEEL ERECTOR			
SIGNS (COMMERCIAL)			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			
OTHER			

INCLUDE THE CURRENT LICENSE NUMBER FOR EACH SUB-CONTRACTOR. SUB-CONTRACTOR SCHEDULES THAT DO NOT INCLUDE THE SUB-CONTRACTOR LICENSE NUMBERS WILL NOT BE PROCESSED.

Any person or firm that is not on your payroll and having employment tax withheld from their paycheck is considered to be a sub-contractor. The city of Huntsville must be notified of all sub-contractors that you plan to use on this job. You will be responsible for license and insurance fees plus penalty and interest charges for sub –contractors that you fail to list on the sub-contractors schedule.

Please forward this list to the City of Huntsville Inspection Department as soon as possible. Only after we determine that all sub-contractors have paid their applicable license fees and use tax will we sign-off on the final permit for power to be turned on. This includes temporary power.

PERSON TO CONTACT CONCERNING THIS JOB:

PHONE NUMBER: _____

Engineering Department: 256-427-5300
sidewalks, driveways, streets, job-site cleanup