

## Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**CITY OF HUNTSVILLE, ALABAMA**  
**INSPECTION DEPARTMENT**

GENERAL CONTRACTOR OR OWNER:

TO WHOM IT MAY CONCERN:

Huntsville Ordinance no. 93-725 requires all contractors and sub-contractors to have a current business 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:

Address of Job:

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The sub-contractor schedule can be submitted any time during the construction process. 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 RESPONSIBLILTY 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 you 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 submit this form by selecting 'Submit Form' button on the last page of this document. You may also mail it to the City of Huntsville, Inspection Department, P.O. Box 308, Huntsville, AL 35804 or FAX it to (256) 427-5346. If you have any questions concerning this matter, please call the Inspection Department at (256) 427-5331.

Randy L. Cunningham  
Director  
Inspection Department

## SUB-CONTRACTORS SCHEDULE C

*For Department Use Only*

Release Date:                      Released By:                      Permit No.:                      Job No.:

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)	City License # & Phone No. (Required)	Amount of Contract	Comm Only Contracts >\$50,00 State of AL Lic# Required.
Site Work				
FT/FD				
Framer				
Roofer				
Insulation				
Sheetrock				
Painting				
Trim Work				
Glass				
Cabinets				
Ceramic Tile				

Type of Sub-contractor	Sub-contractor Name and Address (Please include zip code)	City License # & Phone No. (Required)	Amount of Contract	Comm Only Contracts >\$50,00 State of AL Lic# Required.
Carpet/Vinyl				
HVAC				
Gas				
Concrete				
Electrical				
Plumbing				
Septic Tank				
Landscaping				
Gutters/ Siding				
Steel Erector				
Signs (Comm)				
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 submit 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\***