

New Business Information Sheet

Building and Life Safety Department

205-932-5310

If you are planning to open a new business within the City of Fayette or Police Jurisdiction you must first obtain a business license. Depending on the type of business, the location, and the occupancy of the property, permitting and inspections may be required. The following guidelines will help you complete the process in a timely manner.

Planning Approval

Planning approval is required prior to a business occupying a retail, commercial or industrial space, or portion of such space, regardless of whether the building is new or existing. Planning approval ensures the proposed use is allowed under the City of Fayette Zoning Ordinance and does not negatively impact adjacent lands.

Building Permit

A building permit is required if any changes or modifications to the building, HVAC, electrical, plumbing or gas work will be done in order to open your business. In addition, changes to the structure that are not cosmetic may require a building permit. Before any such work begins, approval should be obtained through the Building and Life Safety Department.

Inspections

Every new business within the City of Fayette will be required to have a life safety inspection. Depending on the business type other inspections may be necessary. Please contact the Department of Building and Life Safety to assist in determining your specific business needs and requirements.

Certificate of Occupancy

A Certificate of Occupancy is required prior to a business occupying a retail, commercial or industrial space or portion of, regardless of whether the building is new or existing. A Certificate of Occupancy cannot be obtained until all required permitting and inspections have been completed. In order to obtain a business license to occupy any structure you must have a current Certificate of Occupancy.