

Factors to Consider

So you have a dream to operate a business and are currently searching for a location. There are several factors to consider when renovating a building or tenant space. We are here to help guide you through the process in making your dream a reality. This brochure is designed to offer guidance about the process.

The City of Montevallo Zoning Ordinance, Subdivision Regulations, National Electrical Code, and the International Building Codes may play a role in your project.

While looking at tenant spaces, consider the following items. What was the space used for previously? What are the neighboring spaces used for? How large is the space? How much work will be required for you to occupy the space? What is the current zoning classification? What class does my business fall under?

Advance collaboration with the zoning, fire, and building officials can save time and resources associated with your project. Following the steps outlined in this brochure should prevent loss of your capital investment prior to opening day.

City of Montevallo & the Shelby County Department of Development Services

541 Main Street
Montevallo, AL 35115

205-665-2555 phone
205-665-9202 fax
www.cityofmontevallo.com

1123 County Services Drive
Pelham, AL 35124

205-620-6650 phone
205-620-6655 fax
www.shelbyal.com

City of Montevallo & the
Shelby County Department
of Development Services

OPENING A BUSINESS IN MONTEVALLO

*From concept to commerce, a
step by step guide to opening a
business.*



Opening a Business In the City of Montevallo

Step 1

Zoning Verification

Contact Herman Lehman, City Clerk, at (205) 665-2555 to verify your proposed location is zoned for your intended use.

Step 2

Preliminary Analysis

There are a few key factors you should gather before meeting with the Team to discuss your project.

- 1) Is your project a new structure? Does your project require renovation of an existing structure? Or is your project an addition to an existing structure?
- 2) What is the physical address of the project?
- 3) What is the proposed use of the space or structure? A restaurant? A Barbershop? A Boutique?, etc.
- 4) What was the previous use of the space or structure?



- 5) Who are the neighboring tenants? To the right? To the left? Above? Below?
- 6) Describe all proposed work, including electrical, equipment replacement, plumbing, mechanical, framing, finishes or exterior work.
- 7) Provide a plan or basic sketch of the floor plan, including room type, area in square feet, doors, windows, and stairs.
- 8) Contact Herman Lehman, City Clerk, at (205) 665-2555 to schedule a preliminary meeting with the Development Planning Team.



Step 3

Urban Core and Historic District Design Review Committee

Additional requirements may apply if your proposed site is located in the Urban Core District or the Historic District, contact Herman Lehman, City Clerk, at (205) 665-2555 for review of your proposed alterations, renovations, signage, etc.

Additional Contacts

Montevallo City Clerk (205) 665-2555

Montevallo Fire Department (205) 665-9777

Montevallo Sewer & Water Board (205) 665-0838

911 Business Office (205) 439-6911

Alabama Power Company (800) 245-2244

Alagasco (205) 324-5512

Shelby County Health Department (205) 620-1650

Alabama Electrical Contractors Board (334) 420-7232 aecb.alabama.gov

State of Alabama General Contractors Board (334) 272-5030 gencondbd.alabama.gov

Alabama Plumbing & Gas Fitters Examining Board (205) 945-4857 pfgb.state.al.us

Alabama Board of Heating, Air Conditioning & Refrigeration Contractors (334) 241-0840 hacr.alabama.gov

Alabama Board of Engineers & Land Surveyors (334) 242-5568 bels.alabama.gov

Alabama Board of Architects (334) 242-4179 boa.alabama.gov