

- Option 1: Register Online** - Visit the CitizenServe Portal at www.BaldwinCountyAL.gov/CSP, click on My Account, then Register Now. Create a username and password, enter contact info, upload required documents, and start submitting applications immediately. Staff will review the registration documents and the permit application together.
- Option 2: Register via Email** - Complete the form below, collect necessary documents, and email them to BuildingDepartment@BaldwinCountyAL.gov. Your username and password will be sent via email within 24 hours. Check your inbox and spam/junk folders. After receiving them, login to the portal to submit applications.
- Option 3: Register in Person** - Complete the form below, collect necessary documents, and visit a Building Department or Planning and Zoning office to get a username and password. Check office hours and locations on the portal website provided.

CONTACT INFO

Applicant Name & Business Name (if applicable) <small>(attach copy of gov. issued photo ID)</small>	
Mailing Address <small>(include city, state, zip)</small>	
Primary Phone #(s)	
Primary Email Address <small>(to receive notifications)</small>	

REQUIRED DOCUMENTS

Property Owners, Authorized Agents, Design Professionals, Realtors, anyone other than a Contractor:

- (1) Government issued photo ID (ex. driver license, passport, etc.)

Contractors (ex. Handyman, General Contractors, Home Builders, Residential Roofers, Manufactured Homes/Modular Building Installers, Electricians, HVAC Installers, Plumbers, Gas Fitters, Fire Protection (Alarm/Sprinklers), etc.):

- (1) Government issued photo ID (ex. driver license, passport, etc.)
- (2) Contractor license card(s) provided by an Alabama contractor board (if applicable)
- (3) State of Alabama Business License. *We DO NOT accept city/municipality issued licenses.
*Contact the [Baldwin County Probate Department](#) at 251.937.0260 for business license info.

If you are **NOT** a contractor, skip to the signature line below.

CONTRACTOR LICENSE INFO

For each contractor license/card you hold, list: Type, License #, & Expiration Date <small>(attach copy of each card)</small> <small>(may attach additional pages if necessary)</small>	<i>Example: Electrical #012345 exp 12/31/24</i>
State of Alabama Business License: License # & Expiration Date <small>(attach copy of license)</small>	

Applicant's Signature: _____ **Date:** _____

Applicant's Printed Name: _____

An actual physical signature is required – typed or digital signatures are not accepted on this form.
For contractors: the name, signature, and government issued photo ID provided must be of the same person listed on the contractor license(s).