



CITIZENSERVE PORTAL REGISTRATION

- Option 1: Register Online** - Visit the CitizenServe Portal at www.BaldwinCountyAL.gov/CSP, click on *My Account*, click on *Register Now*. During registration, create your own username & password. After registration, you may immediately click on *Home* and then *Apply Now* to submit applications. Staff will review your online registration form & required documents at the same time they review your permit application. No need to complete this form.
- Option 2: Register via Email** - Complete the form below, gather the required documents, & email all to BuildingDepartment@BaldwinCountyAL.gov. You will receive your username & password by email (usually within 24 hours). Then, you may login to the portal, click on *Home* and then *Apply Now* to submit applications.
- Option 3: Register in Person** - Complete the form below, gather the required documents, & visit one of our offices to receive your username & password. View our current office hours & locations on our website.

CONTACT INFO

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

REQUIRED DOCUMENTS THAT MUST BE ATTACHED

Property Owners, Authorized Agents, Design Professionals, Realtors, Others:

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

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

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

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 <i>(attach copy of each card)</i>	<i>Example: Electrical #012345 exp 12/31/24</i>
State of Alabama Business License License # & Expiration Date <i>(attach copy of license)</i>	

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 person listed on the contractor license(s).