



CITIZENSERVE PORTAL REGISTRATION

- Option 1: Register Online** - No need to complete this form. Visit www.BaldwinCountyAL.gov, choose *Building Department*, click on *Citizenserve Portal*, click on *My Account*, click on *Register Now*. During registration, you will create your own username & password. After submitting your registration form online, you may immediately click on *Home*, then click on *Apply Now* to apply for permits. Staff will review your online registration form & required documents at the same time they review your permit application.
- Option 2: Register via Email** - Complete the form below, gather the required documents, & email all to Danielle.Anderson@BaldwinCountyAL.gov. You will receive your username & password by email (usually within 24 hours). Then, you may login to the portal, click on *Home*, then click on *Apply Now* to apply for permits.
- 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.

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

Required Documents

- **Property Owners, Design Professionals, Real Estate Agents, Others** - include a copy of your state issued ID (ex. driver license). **Authorized Agents** must also include an Authorized Agent Form signed by the property owner.
- **Contractors** (examples: General Contractors, Home Builders, Residential Roofers, Mobile Home Installers, Electricians, Mechanical/HVAC, Master Plumbers, Master Gas Fitters, Fire Protection (Alarm/Sprinklers), etc. - include a copy of (1) your state issued ID (ex. driver license), (2) your contractor license card(s) provided by an Alabama contractor board, **AND (3)** your State of Alabama Business License. *We DO NOT accept business licenses issued by cities. Contact the Baldwin County Probate Department for business license requirements.

If you are **NOT** a contractor, check this box & skip to the signature line below.

If you **ARE** a contractor, complete this section:

For each contractor license/card you hold, list the Type, the License Number, & the Expiration Date <i>(attach a copy of each card)</i>	<i>Example: Home Builder #012345 exp 12/31/21</i>
State of Alabama Business License Number & Expiration Date <i>(attach a copy of license)</i>	

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

An actual physical signature is required – typed or digital signatures are not accepted on this form.
For contractors, the name & signature provided must be of the person listed on the contractor license.