

Checklists for Building Department applications and answers to frequently asked questions (FAQs) are available at <https://baldwincountyal.gov/departments/building-inspection/permit-information>.

By submitting this permit application to the Building Department, I affirm that I have read, understand, and agree to the following Terms of Service:

1. Authorization & Accuracy of Information

- I certify that I am either the legal property owner of record or an authorized agent acting on behalf of the property owner. I certify that the property owner has authorized the proposed work and has granted me the necessary authority to submit this application on his/her behalf.
- I certify that all information provided in this application, including any accompanying documents, is true, complete, and accurate to the best of my knowledge. I understand that providing false, incomplete, or inaccurate information may result in processing delays, permit denial, and/or revocation of issued permits.

2. Communication, Application Completeness, & Review Process

- All communication regarding this application will be sent to the email address provided. Applicants should check inbox, spam, and junk folders. Automated status updates will come from an @CitizenServe.com address, while direct communication from County staff will come from an @BaldwinCountyAL.gov address.
- Depending on the project's scope of work and location, the application may be reviewed by multiple Baldwin County departments, including Building, Planning and Zoning, and/or Highway.
- Applications are processed in the order they are received.
- A preliminary intake will be conducted to ensure the application is complete. If any required information or documents are missing, the applicant will be notified via email.
- An application is considered "complete" only when all required information and documents have been submitted.
- Once a complete application is received, the review process will begin. Estimated review times are as follows:
 - Trade permit applications: Up to 2 business days
 - All other application types: Up to 10 business days
- Submission of a permit application does not guarantee approval.
- Baldwin County assumes no liability for project delays due to application review, required modifications, or external regulatory approvals.

3. Compliance with Laws, Codes, & Regulations

- No construction or work shall begin until all application reviews are approved, all applicable fees are paid, and the permit status is changed to "Issued".
- All construction plans, site plans, and work must comply with the applicable laws, codes, ordinances, and regulations adopted by the State of Alabama and the Baldwin County Commission. Current County codes and ordinances are available at:
 - Building Department Codes, Ordinances, & Regulations:
<https://baldwincountyal.gov/departments/building-inspection/building-codes>
 - Planning & Zoning Department Ordinances & Regulations:
<https://baldwincountyal.gov/departments/planning-zoning/ordinances-and-regulations>

4. Permit Validity & Expiration

- A permit application becomes invalid if no action is taken within 180 days from the date of filing.
- An application becomes a valid permit when all application reviews are approved, all applicable fees are paid, and the permit status is changed to "Issued".
- A permit is valid for 180 days from issuance or the last inspection date. If no inspection occurs within 180 days, the permit will expire. Work with an expired permit is prohibited and may result in penalties and enforcement actions. Permit extension or reactivation requests may be submitted for review.

5. Permit Revocation & Non-Transferability

- Permits are non-transferable and are only valid for the approved scope of work, contractor, and property owner. Permit revision requests may be submitted for review.
- The Building Official may suspend or revoke a permit if it was issued in error, based on incorrect, inaccurate, or incomplete information, or in violation of any ordinance, regulation, or provision of the building code.

6. Fees & Refund Policy

Permit fees are non-refundable. Fee schedules are available at <https://baldwincountyal.gov/departments/building-inspection/permit-fees>.

7. Inspections & Enforcement

- The Baldwin County Building Department, Planning and Zoning Department, and/or Highway Department will conduct inspections as applicable and enforce compliance with permit conditions and requirements.
- Failure to comply with permit conditions and requirements may result in penalties and enforcement actions.
- The permit holder is responsible for scheduling the required inspections.
- Inspection FAQs are available at <https://baldwincountyal.gov/departments/building-inspection/inspection-information>.

8. Liability Disclaimer

- Baldwin County Building Department is not responsible for enforcing property deed restrictions, subdivision covenants, or other contractual agreements between property owners and third parties. Compliance with such restrictions is the property owner's responsibility, and the County shall not be liable for any related disputes or claims.
- A permit does not grant ownership or usage rights to land, easements, rights-of-way, or other legal entitlements.
- Baldwin County, its employees, and agents are not liable for damages, losses, or claims related to permit issuance, denial, suspension, or revocation.

9. Changes to Terms of Service

- These Terms of Service may be updated periodically. The latest version will be posted on the Baldwin County Building Department website.