

**BALDWIN COUNTY  
BUILDING DEPARTMENT**



**BUILDING PERMIT APPLICATION FOR ALTERATIONS/REPAIRS/RE-ROOFS  
FOR EXISTING RESIDENTIAL BUILDINGS**

**Residential Building = One-Family Dwelling, Two-Family Dwelling/Duplex, or Townhouse**

**(Do Not Use This Form If Adding Square Footage or Changing The Footprint of the Existing Building)**

IS THE WORK DESCRIBED BELOW REQUIRED DUE TO DAMAGE CAUSED BY HURRICANE SALLY?:  YES  NO

PARCEL NUMBER: 05 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(can be found on property tax receipt or can obtain from Revenue Tax Office at local courthouse; Bay Minette 251.943.5611, Fairhope 251.928.3002, or Foley 251.943.5061)

911 PROPERTY ADDRESS: \_\_\_\_\_

(can obtain from Baldwin 911 at 251.947.5911) (City) (ST) (Zip)

PROPERTY OWNER'S NAME(S) AS LISTED ON DEED: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

(City) (ST) (Zip)

WHO WILL BE RESPONSIBLE FOR THE CONSTRUCTION WORK? (check one):  OWNER  CONTRACTOR

CONSTRUCTION CONTRACTOR (skip this if OWNER is checked above): \_\_\_\_\_

CONTRACTOR'S COUNTY BUSINESS LICENSE #: \_\_\_\_\_ HOME BUILDER LICENSE #: \_\_\_\_\_

OWNER/CONTRACTOR PHONE #: \_\_\_\_\_ OWNER/CONTRACTOR EMAIL: \_\_\_\_\_

JOB VALUATION FOR CONSTRUCTION WORK (cost of labor and materials): \$ \_\_\_\_\_

ELECTRIC UTILITY COMPANY: \_\_\_\_\_ ELECTRICAL CONTRACTOR: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ HVAC CONTRACTOR: \_\_\_\_\_

DETAILED SCOPE OF WORK: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The applicant attests that the information provided on this application form is true and correct. The applicant further attests that he/she has read and understands the requirements and notes listed on the back side of this form.

Signature of Property Owner or Contractor/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Property Owner or Contractor/Authorized Agent: \_\_\_\_\_

**.....FOR OFFICE USE ONLY.....**

Baldwin County Building Permit Jurisdiction:  Yes  No  
P&Z Approval Received?  Yes  No  Not Required  
Flood Zone: \_\_\_\_\_

Recv'd By: \_\_\_\_\_  
Recv'd Date: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_  
Permit #: \_\_\_\_\_



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**REQUIREMENTS AND NOTES:**

- For properties located in zoned areas of the county, before applying for this building permit, the applicant should first apply for a Land Use Certificate to the appropriate Planning and Zoning Department for the area:
  - **Baldwin County Planning & Zoning**: Foley Satellite Courthouse, 201 E. Section Ave., 251.972.8523 or Robertsdale Central Annex, 22251 Palmer St., 251.580.1655.
  - **Town of Elberta Planning & Zoning**: 251.986.6174 for Caryn Woerner
  - **Town of Magnolia Springs Planning & Zoning**: 251.965.9888, ext. 4904 for Jenny Opal White
  - **Town of Perdido Beach Planning & Zoning**: 251.962.2200
- For properties located in un-zoned areas of unincorporated Baldwin County, the applicant may apply for a building permit directly with the Building Department.
- Only the property owner or the property owner's authorized agent (such as a contractor) may apply for building permits. If an authorized agent/contractor will be used, then the property owner and the authorized agent/contractor must complete and sign an Authorized Agent Form.
- If a property owner will be responsible for the construction work and is performing the work himself, then he must complete an Owner/Contractor Form claiming exemption from the Alabama Home Builders Licensure Law.
- **Construction plans are required. To repair any damage that affects structural integrity, the construction plans must be signed and stamped by a design professional (architect or engineer) who is licensed/registered in the State of Alabama. Two sets of plans are required for unzoned property. Three sets of plans are required for zoned property. One set of the plans will be returned to the applicant when the permit is issued.**
- For properties located in a flood zone, a Temporary Benchmark (TBM) or an Elevation Certificate (EC) is required.
- Prior to the final inspection, a "Finished Construction" Elevation Certificate will also be required.
- For properties located in a Coastal AE Flood Zone or a V Flood Zone, a Coastal AE/V Zone Certificate is required.
- For properties located in a floodway, a No-Rise Certificate is required.
- Surveyors must be licensed/registered in the State of Alabama.
- All contractors are required to hold an active State of Alabama business license that is issued through any county in the state. To obtain the required business license, contact the Baldwin County Sales & Use Tax/License Inspection Department at 251-972-6844.
- For any contractor who is repairing or replacing a residential roof with a job valuation (cost of labor & materials) over \$2,500, the builder is required to hold a home builders roofers license and a \$10,000.00 bond. For any contractor repairing a residential structure with a job valuation (cost of labor & materials) over \$10,000, the builder is required to have a home builders unlimited or limited license. If the work involves more than one trade and/or affects structural integrity, then the builder is required to have an unlimited license. You may search for licensed roofers and home builders on the State of Alabama Home Builders Licensure Board website at <https://hblb.alabama.gov/>.
- Permits are valid for six (6) months from the issue date.
- The property owner and/or the authorized agent/contractor is responsible for contacting the Building Department to request required inspections when ready. All building permits require a final inspection.