

CITY OF BIRMINGHAM

DEPARTMENT OF PLANNING, ENGINEERING & PERMITS
710 NORTH 20TH STREET
ROOM 220, CITY HALL
BIRMINGHAM, ALABAMA 35203



PUTTING PEOPLE FIRST

RANDALL L. WOODFIN
MAYOR

EDWIN REVELL
DIRECTOR

Please note that the City of Birmingham is offering a way to obtain trade permits online. The email address to submit trade permits is Permit.Support@birminghamal.gov and the subject line shall be **Exactly as Follows: **Building Related Permit Application**** or the email will not get directed to the correct location to be able to process the permits. Applications can be downloaded from the following website <https://www.birminghamal.gov/work/building-permits-permit-inquiry/>

For Questions Please call [205-254-2904](tel:205-254-2904)

See the following protocols that will be used when trade permit applications are sent by email:

PROTOCOL FOR OBTAINING PERMITS ONLINE

When trade permit applications are received they will be verified for the following:

- Correct address
- Updated business license
- Copy of General Contractors License (When applicable)
- State/City card (When applicable)
- Correct job description & scope of work
- Good contact information (email and phone number)
- Make sure Building Permit number is included in the master permit line if applicable.

If this is a New Building or Addition that receives a free trade permit, provide the Building Permit number as the master number and note that your company must be listed as a Subcontractor on the GC permit to receive a free permit. Note there will be an administrative fee of \$125.00 for the trade permit.

***Any permit application not passing verification will be returned to the Contractor, so they can be corrected and resubmitted.**

Upon verification, permits will be processed, and a fee sheet will be sent to the email provided on the application.

You can pay this online at the following website

<https://www.birminghamal.gov/about/eservices/planning-engineering-and-permit-payments/>

- When you have paid online, you should send confirmation back to the designated clerk. The designated Clerk is the person that you received the invoice from.
- Upon receiving confirmation of payment, the clerk will proceed to issue the permit and it will either be mailed or emailed to the designated person.