

ZONING LETTER REQUEST FORM
Planning, Engineering and Permits
710 North 20th Street
Room 210 – Permit Counter
Birmingham, Alabama 35203
www.birminghamal.gov
Zoning Office – 254-2478 Fax # - 254-2111

Two types of zoning letters are available from the City of Birmingham. Please complete the information below and then contact the appropriate person listed.

STEP 1 – Requestor Information (All information below must be provided)

Name _____

Address _____ City/State/Zip Code _____

Contact Person _____ E-mail _____ Phone # (____) _____

PROPERTY ADDRESS & PARCEL ID # _____

Legal Description of property (if lengthy, a copy, or copies, may be attached). This information is required.

STEP 2 – Types of Letters

Zoning Certificate Letter – This document will **only** provide the current zoning classification of the requested property and whether or not it is within a flood plain designation. The fee for this type of letter is \$50. Zoning Certificates are processed online using the City's new permitting system at <https://aca-prod.accela.com/BIRMINGHAM/Default.aspx> Please call 205-254-2478 if you have any questions.

Zoning Information Letter – This document should be requested when more detailed information other than what the property is zoned and whether it is in a flood plain is needed. For this type of letter, please send a separate letter **or** your form letter listing the required information **or** an e-mail (with attachments if needed) detailing the specific information that you need addressed in the letter. Please be sure to also include a legal description of the property. The fee for this type of letter is \$100 but may be **more** depending on the information and supporting documents requested. Please be advised that additional information may be needed and that if the request is to verify that the property is in compliance with ALL ZONING REQUIREMENTS, a detailed as-built survey will have to be provided for that analysis. If mailed, list the name below on the envelope and address it to the address shown above. Please email requests to Aakre Sims (aakre.sims@birminghamal.gov).

STEP 3 – Processing and Delivery

Zoning Certificate Letter – Once received this type of request is normally completed within **3 to 4** business days. The requestor will be notified when this letter is ready. Fees must be paid before certificate can be sent or picked up.

Zoning Information Letter – Once received, contact will be made within 3 business days to the requestor to discuss what has been requested and to provide an estimate of the time needed to complete the request and fee that will be needed.

****BUILDING CODE / CERTIFICATE of OCCUPANCY INFORMATION****

Information concerning building codes and/or certificate of occupancy is **not** provided by this form. For information concerning those codes, please contact **Nicole May** (205)-254-2243, [Nicole May@birminghamal.gov](mailto:Nicole.May@birminghamal.gov).