

CITY OF BIRMINGHAM

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



PUTTING PEOPLE FIRST

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MAYOR

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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.govpaynow.com/gps/user/cyg/plc/a0027o>

- Once complete, email your receipt to tori.lomax@birminghamal.gov
- 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.