



Access the **PERMIT PORTAL** and **PERMIT RELATED DOCUMENTS** at [WWW.ORANGEBEACHAL.GOV/CDDPORTAL](http://WWW.ORANGEBEACHAL.GOV/CDDPORTAL)

The following permit applications shall be submitted via the Permit Portal:

- **BUILDING PERMIT**
- **SITE PERMIT** - includes Stormwater, Tree Removal, and Driveway Permits.



*The Building Permit and Site Permit applications are reviewed together.  
Both applications must be submitted and complete before the review process can begin.*

The following documents are required in PDF format:

**PROOF OF OWNERSHIP:**

This can be a property deed or property tax record. The following links may be helpful:

- Baldwin County Deeds & Records: <https://Baldwin.AL.PublicSearch.US>
- Baldwin County Property Search: <https://BaldwinProperty.CountyGovServices.com/Property/Search>

**BOUNDARY SURVEY:**

The boundary survey must be signed and sealed by an Alabama registered professional land surveyor and *(when applicable)* delineate areas within the Special Flood Hazard Area.

**SITE PLAN:**

- The site plan shall include the boundary survey information, existing roadway centerline and grade elevations, all existing structures, the location of all proposed structures, setbacks, roadways, parking areas, and waterways *(if applicable)*, driveway material and location, the proposed elevation of the lowest floor, proposed drainage culvert size and location *(if applicable)*, swale locations, and the proposed drainage flow directions of the site.
- Elevations must be based on the National American Vertical Datum of 1988.
- If roof gutters are to be utilized to control roof runoff, the location of the downspouts must be indicated on the site plan.
- For projects in a designated floodplain, the site plan must depict the location and zone of the special flood hazard area(s).
  - AE zones: show the proposed lowest floor elevation.
  - VE and Coastal-AE zones: show the proposed lowest horizontal structural member.
- Additional information may be required, such as topographic and wetland information, as warranted by specific site conditions and project characteristics.

**CONSTRUCTION PLANS:**

- Construction documents must be in the PDF format and identify the design criteria, dead loads, live loads, wind speeds, exposure category, fenestration products, and door design.
- Structural portions shall be signed and sealed by an Alabama registered design professional, be of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will be constructed in compliance with the provisions of the adopted codes and relevant laws, ordinances and regulations of the City of Orange Beach.
- Electrical, mechanical, and plumbing portions must be of sufficient detail to determine fixture/device and appliance locations.



*As of January 1, 2026, plans must comply with the 2024 International Residential Code (IRC).  
For more information and links to the digital codes, see the City's Building & Fire Codes  
webpage: <https://orangebeachal.gov/205/Building-Fire-Codes>*

**RESCHECK COMPLIANCE CERTIFICATE:**

A **REScheck** Compliance Certificate is required and must include the full street address or parcel number on the certificate.

**SUBCONTRACTOR LIST:**

A preliminary **SubContractor List (PDF)** (*page one*) shall be submitted with the permit application on the City-provided form and must include the full street address or parcel number.



*An updated SubContractor List (both pages) is required later in the building process and must be submitted and processed before a meter release inspection can be requested.*

**SEWER TAP CONFIRMATION:**

Submit a **Sewer Availability/Tap Request** in the **OpenGov Portal** at <https://orangebeachal.portal.opengov.com> (*under Public Works*). After availability is confirmed, purchase the sewer tap through the **Finance Department** to receive the **Sewer Tap Confirmation**. This process applies even if a tap already exists. The **Finance Department** will determine whether a fee is required.



*The Finance Department (phone: 251-981-6096) is located on the back side of City Hall at: 4099 Orange Beach Blvd, Orange Beach, AL 36561.*

**WIND LOAD COMPLIANCE DESIGN CERTIFICATION:**

The **Wind Load Compliance Design Certificate (PDF)** must be completed, signed, and sealed by the project design architect or engineer. The City-provided form is required, and the full street address or parcel number for the property must be listed in the Building Address field.

**FILL SAMPLE (if applicable):**

If off-site fill material (*sand, soil, or gravel*) will be used on the property, a sample of the proposed fill material must be submitted to the Community Development Department prior to issuance of a Site Permit. Community Development Staff will review the fill material to ensure the color and type of fill is acceptable per the stain zone designation of the parcel and per the grading and drainage plan.

**Additional submittals may be required as warranted by site conditions and project characteristics:**

- Coastal permits** are required for projects within the Coastal Zone. Please contact the **Coastal Resources Department** for more information on Coastal permits.
- V-Zone Certificate (PDF)** is required for projects within Flood Zone VE. The City-provided form is required, and the full street address or parcel number for the property must be listed in the Building Address field.
- Coastal-A-Zone Certificate (PDF)** is required for projects within Flood Zone Coastal-AE. The City-provided form is required, and the full street address or parcel number for the property must be listed in the Building Address field.
- U.S. Army Corps of Engineers** permits are required for construction on lots with delineated wetlands.
- Owner Exemption Affidavit (PDF)** (*if applicable*): This affidavit is required if the property owner will be acting as the contractor and claiming exemption from the requirements of the Home Builders Licensure Law. The City-provided form is required, and the full street address or parcel number for the property must be listed in the Building Address field.
- New construction may be subject to **Impact Fees (PDF)** based on the value of the property and improvements as required by City of Orange Beach Resolution #2669 in accordance with Ordinance #2006-986. The applicant may be required to submit a current appraisal to support his/her claim of the market value of the subject property.

**After the Building Permit and Site Permit are issued, subcontractors must obtain the following permits before their work begins:**

- ROOFING PERMIT**
- ELECTRICAL PERMIT**
- MECHANICAL PERMIT**
- PLUMBING PERMIT**
- GAS PERMIT (if applicable)**



*Each structure requires its own permits. A permit (building, site, or any trade permit) for the dwelling cannot cover a swimming pool, accessory building, marine accessory, or any other structure.*