



Building Department permit applications shall be submitted online through the Orange Beach Permit Portal at www.CitizenServe.com/OrangeBeachAL.

**NO WORK SHALL BEGIN UNTIL THE APPLICATION IS APPROVED,
PERMIT FEES ARE PAID, AND THE PERMIT IS MARKED ISSUED.**

An application for a permit will be deemed abandoned 180 days after the application date unless a permit has been issued.*

Online Application Received	Application is in the intake queue waiting to be processed. Applications are processed in the order they are received.
Incomplete	More information is needed before review. Applicant will receive an Application Intake Report email with more information.
Plan Review Fee Required	Application review is pending Plan Review Fee payment. Submit payment through the Permit Portal using a credit card or at the Community Development office with cash or check.
Under Review	Application sent to all applicable staff for review. Review time varies by permit type and project complexity.
Not Approved	Additional information or plan revisions needed to meet code requirements. Applicant will receive a Plan Review Report email with more information.
See Building Permit Status	Application is related to and pending an active Building Permit application. Refer to that Building Permit for the current status.
Pending	Approval pending another factor as detailed in the Plan Review Report email (e.g., another permit application being approved or issued).
Pending Flood Permit &/or Non-Conversion Agreement	Approval pending completion of the Flood Permit and/or Non-Conversion Agreement as noted in Plan Review Report email.
Approved - Payment Due	Application approved! Pay permit fees through the Permit Portal using a credit card or at the Community Development office with cash or check.
Approved w/Comments - Payment Due	Application approved! Applicant will receive a Plan Review Report email with comments that shall be followed throughout the project's completion. Pay permit fees through the Permit Portal using a credit card or at the Community Development office with cash or check.
Abandoned	Application expired and deemed abandoned. To proceed with the project, the permitting process must start over with a new application.
Canceled	Application closed (<i>permit never issued</i>) and is no longer being pursued.
Duplicate	Duplicate submission. The other application will be processed.
Permit Not Required	Permit is not required for the scope of work submitted. Applicant will receive an Application Intake Report or Plan Review Report email with more information.
ONO ISLAND is permitted by Baldwin County Building Dept	Project address is on Ono Island, which is outside the Orange Beach permitting area. Contact Baldwin County Building Department for permitting.
Not in OB Permitting Area	Project address is outside the Orange Beach permitting area – contact the appropriate permitting authority for their permitting process and requirements.

*** APPLICATION EXTENSIONS ***

If your application is close to expiring and more time is needed to address the review comments, use the Leave Message option on the application to request an extension before it expires:

1. State that you are requesting an extension.
 2. Explain why additional time is needed.
A justifiable cause must be demonstrated.
- Approval is not guaranteed, and fees may apply.

**EXPIRED APPLICATIONS WILL BE DEEMED ABANDONED
AND CANNOT BE EXTENDED OR REACTIVATED.**



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INSPECTIONS ARE REQUIRED ON ALL PERMITS.

Every permit issued shall become invalid unless work commences and at least one inspection is requested within 180 days of issuance.**

The permit applicant is responsible for requesting all required inspections through the Permit Portal.

Work must remain visible and accessible for inspection until approved.

Work completed without approval of all required inspections is non-compliant.

Issued	The permitted work can begin! Pick up the orange permit placard from the Community Development office and display it visibly from the roadway until the final inspection is approved.
Extension Pending Payment	Permit extension request is approved, <u>pending payment</u> of the extension fee. Submit payment through the Permit Portal using a credit card or at the Community Development office with cash or check.
Revision Pending Payment	Revision is approved, <u>pending payment</u> of additional permit fees. Submit payment through the Permit Portal using a credit card or at the Community Development office with cash or check.
Closed	Work was completed with all required inspections approved by a Building Inspector.
Canceled	Work never started, and the project is canceled.
Canceled - Work Started	The permitted work started but was not finished. <i>(This is generally used when a new contractor takes over a project.)</i>
Invalid - Expired Permit	The permit expired without the required inspection(s) being approved. Work shall not continue until the permit is reactivated and marked ISSUED. To reactivate the permit, request a permit extension as noted below.**
Suspended	Permit is temporarily invalid. The work or activities covered by the permit must stop until the suspension is lifted.
Revoked	Permit is permanently invalid. The work or activities covered by the permit cannot resume under that permit.
Migrated/Archived	Permit migrated from a previous permitting system and may not show complete information.

**** PERMIT EXTENSIONS ****

If your project will not be ready for an inspection before the expiration date, the applicant may request an extension by submitting a *Permit Revision or Extension Request* application with subtype *Extension Request*.
A justifiable cause must be demonstrated.
Approval is not guaranteed, and fees may apply.

***** PERMIT REVISIONS *****

Revisions and addendums to issued permits shall be submitted in a *Permit Revision or Extension Request* application with subtype *Revision Submittal*.