



City of Mobile • Planning & Zoning
Zoning Certification Letter Request

ATTENTION Attached is a request for a Zoning Certification Letter. Prior to submitting your request, please review the information provided on this page.

The Planning and Zoning Department does not enforce the Building, Electrical, Fire, Mechanical, or Plumbing Codes; therefore, to obtain copies of any site plans or related certificates of occupancy, or to determine the site's compliance, you may contact the **Inspection Services Department**: (251) 208-7198.

For questions regarding the historic development provisions of the Municipal Code, please contact the **Historic Development Department**: (251) 208-7281.

In order to determine if any project is planned that would result in condemnation or taking of land from the subject property, you may contact the **Real Estate Department**: (251) 208-7536.

For information regarding right-of-way or easement vacations, please contact the **City Clerk**: (251) 208-7411.

For information regarding business licenses within the City of Mobile, please contact the **Revenue Department**: (251) 208-7461 or (251) 208-7462.

For information regarding county records, including probated subdivision plats, land surveys, property deeds, etc., please contact **Mobile County Probate Court**: (251) 574-6070.

For information regarding development within an unincorporated area of Mobile County, please contact **Mobile County Engineering**: (251) 574-8595.

For information regarding property taxes, assessments, or other tax assessor information, please contact **Mobile County Revenue Commission**: (251) 574-8530.

ADDITIONAL INFORMATION: The following zoning resources are also available and may meet your needs without a Zoning Certification Letter.

➡ **City mapping applications**, which can help you determine a property's zoning classification and other useful information: <https://www.cityofmobile.org/services/mapping/>

➡ The city's **Municipal Code**, in which the Zoning Ordinance is located, under Chapter 64: https://library.municode.com/al/mobile/codes/code_of_ordinances

➡ Copies of staff reports and decision letters for **Board of Zoning Adjustment** and **Planning Commission** cases: <https://www.buildmobile.org/boards-commissions/>



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Each letter requested is \$11.00. Cash, business or cashier’s checks made payable to “City of Mobile,” and credit cards (+3% transaction fee) are the accepted forms of payment. **Please expect up to 10-business days for your request to be processed.**

Requests can be mailed to: **Planning & Zoning Department, P.O. Box 1827, Mobile, AL 36633**; or emailed to **planning@cityofmobile.org** with “Zoning Letter” in the subject line. For additional information, please call (251) 208-5895.

APPLICANT

Name Email

Company Phone

Mailing Address (Street, City, State, Zip)

REQUEST

Project Address Parcel ID or Parcel Key

Existing Land Use Proposed Land Use

INFORMATION REQUESTED Please check all that apply.

- Zoning District Adjacent Property Zoning Overlay Districts Zoning Violations
- Existing Use Permitted Proposed Use Permitted Verification of Non-Conforming Use
- Verification of Voluntary Use Restrictions Verification of Other Non-Conforming Site Conditions
- Rebuilding Provisions in the Event of Casualty Verification of Annexation or Corporate Limits
- Verification of previous Variance/Conditional Use/Special Exception/Administrative Appeal cases
- Verification of previous Planned Unit Development/Planning Approval/Zoning Amendment cases

DISCLAIMER: Please note that copies of application materials, including site plans, copies of applicant submittals, as-builts, certificates of occupancy, etc., must be separately requested through a public records request: <https://mobileal.justfoia.com/publicportal/home/newrequest> For help, contact the City Clerk’s office (251) 208-7411.