



Permit Center – Electronic Plan Check Instructions

The Albany Permit Center is the City's electronic plan check system which allows you to submit a permit application online and upload plans for plan review. By submitting your plans in an electronic format (PDF), most of the cost associated with paper plans is eliminated and you can stay updated on the progress of your project.

Currently the Building and Engineering Departments are accepting electronic plans

Accepted Permits

We are currently accepting online applications for the following permit types:

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|----------------------------------|--------------------------------|
| 1. Addition, Remodels and Repair | 10. Signs |
| 2. New Single-Family Residence | 11. Accessory Structures/Decks |
| 3. New Multi-Family Residence | 12. Cell Tower |
| 4. New Commercial | 13. Swimming Pool |
| 5. Civil Site Plans | 14. Solar Panels |
| 6. Electrical | 15. Office Trailer (Temporary) |
| 7. Fire Sprinklers | 16. Demolition |
| 8. HVAC | |
| 9. Plumbing | |

To submit an Application to the Albany Permit Center

1. Create an account at this web site: <https://albany.cts.city/#/login>
2. Verify your email address and then log back in at the above web site.
3. Fill out the online permit application, upload your PDF plan documents and any supporting documents.

Please visit:

<https://qpublic.schneidercorp.com/Application.aspx?App=DoughertyCountyGA&Layer=Parcels&PageType=Search> to obtain the information needed such as:

- A. Owners Name
- B. Correct Address
- C. If the Structure is in the Historic Zone
- D. If the structure is in the Flood Zone

The system will notify us that you have submitted a project and we will communicate the status of your project through the portal. You will also be able to view your invoices, see the plan check status and request inspections form this site.

For assistance contact Allen Posey at: aposey@albanyga.gov