



Permitting Procedures

June 1, 2021

Please assist us in our transition to a "paperless as possible system". Use our permit portal when possible.

This will be the procedure for all permits that do not require plan review

- Fill out application completely
- It must contain information in all fields
- The permit will be processed electronically and you will be notified to pay the invoice through the portal
- Online payments can be made at albanypay.com
- All permits must be paid for before you can download your copy and begin work.

This will be the procedure for all building permits that require plan review

- Fill out application completely
- It must contain information in all fields
- Provide electronic pdf copies of plans and all supporting documents
- The plan review will be processed electronically and you will be notified to pay the invoice through the portal
- Online payments can be made at albanypay.com
- You will be notified by return email and through the portal that your request is under review. You will be contacted with corrections or instructions on how to proceed by email

Thank you for your patience and assistance.

Allen Posey
Building Official