



## IMPORTANT INSTRUCTIONS AND INFORMATION

### HELPFUL INFORMATION, PLEASE READ BEFORE SUBMITTING YOUR REQUEST:

Does the Mobile County Commission have the document you want? Please read the following:

Mobile County Building Inspection Department is not required to keep residential blueprints on file for more than 90 days after a Certificate of Occupancy is issued. The chances of your blueprints being on file are unlikely, but you are welcome to make a request and we will conduct a search for you.

Requests for septic tank information, or for plumbing inspections prior to 2016, should be made to the Mobile County Health Department by emailing [hstafford@mchd.org](mailto:hstafford@mchd.org)

The Alabama Department of Environmental Management (ADEM) maintains records on underground tanks and/or hazardous materials. Contact ADEM at <http://www.adem.alabama.gov/default.cnt>

Mobile County does not have a countywide fire department. Requests for fire reports should be directed to the appropriate fire department covering the address in question. Some departments are volunteer departments.

Mobile County does not conduct title searches. You may search for unpaid liens at [Probate.mobilecountyal.gov](http://Probate.mobilecountyal.gov), and for unpaid taxes at <https://www.mobilecopropertytax.com/>

Vital Records, including birth, death, marriage and divorce may be obtained by following the instructions found at this link <https://mchd.org/vital-records/>

### ZONING AND BUILDING CODE INFORMATION

There is no zoning in the unincorporated area of Mobile County. There are 11 municipalities in Mobile County. Please reach out to the appropriate municipality if your request is about a property within the zoning jurisdiction of one of the municipalities. The municipalities are Bayou La Batre, Chickasaw, Citronelle, Creola, Dauphin Island, Mobile, Saraland, Satsuma, Semmes, Prichard, and Mt. Vernon.

Mobile County's [Current Building Codes](#) were adopted by [resolution of the County Commission](#), which became effective December 31, 2019. (Click on red to view documents.)

### SUBMITTING A RECORDS REQUEST

The form found at [Mobile County Records Request](#) must be completed, scanned and returned as an email attachment. Photographed copies will not be accepted. **Email** this completed form to: [RecordsRequest@mobilecountyal.gov](mailto:RecordsRequest@mobilecountyal.gov)

Or you may mail your completed form to:

Records Request  
Mobile County Commission  
205 Government St., South Tower, 7<sup>th</sup> Floor  
Mobile, AL 36644-1801

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**Please note:**

- Mobile County is not required to create records, but only to provide copies of already existing records in our custody.
- Only permanent residents of the State of Alabama are entitled to review records or receive copies, pursuant to Alabama Act 2024-278. A copy of your ID may be required.
- Within 10 days of receipt of your form, we will confirm we have received your request.
- For a **Standard Request**, not requiring more than 8 hours of staff time, you can expect a response, or an explanation of the status of your request, 15 business days following acknowledgement of your form. If applicable, this will include any charges for research and copies. Please refer to Costs and Deposits section below.
- If your request is determined to be **Time-Intensive**, requiring more than 8 hours of staff time, you will receive a cost estimate within 15 business days of acknowledgement of your form. After the County receives your payment, you can expect a response, or an explanation of the status of your request within 45 business days of the County's receipt of your payment.
- If you decide you do not want to pay a **Time-Intensive** fee, you must let us know you are not willing to pay any fees and the process will end, **OR**, you may resubmit a new request form for a **Standard Request**. If we do not hear from you within 5 business days after we notify you of charges, your request will be deemed withdrawn.
- In all cases, you may be responsible for copy and/or electronic record fees as outlined below.

## **COSTS AND DEPOSITS**

**MATERIALS:** The cost of copies sized 8 $\frac{1}{2}$  by 11, or 8 $\frac{1}{2}$  by 14 inches is \$0.25 per page. Charges for maps, plats and other large documents are set by the applicable department. Fees are due whether the records are provided by electronic format or on paper.

**LABOR:** No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Charges for requests requiring more than 30 minutes of staff time will be charged at \$30/hour. After the first 30 minutes, time will be computed on the basis of quarter hours, rounded up. Labor charges are in addition to the per page cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.

**DEPOSIT/PAYMENT:** A deposit may be required when it is determined that MORE THAN 30 minutes or more of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded; if greater, the additional cost must be paid prior to delivery or review of the records. Requesters will be notified if a payment or a deposit is required prior to the search, preparation and/or release of documents. Checks or money orders made out to "Mobile County Commission" are accepted, as are cash payments. Credit/debit card payments cannot be accepted. The payment address will be provided when you are contacted about the estimated cost.

Responses will be sent by email unless you have requested paper copies.

**Please note that the County is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope. The County cannot provide records for which it is not the custodian.**

*This form meets the requirements set forth in Alabama Act 2024-278 (effective 10/1/2024).*



## MOBILE COUNTY RECORDS REQUEST FORM

Request Date: \_\_\_\_\_

**PROPERTY ADDRESS, OR SUBJECT OF INQUIRY:**

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CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTING RECORDS from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)  
**Date Ranges are Mandatory**

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(Please Print Legibly)

YOUR SIGNATURE: \_\_\_\_\_  
*By signing you certify that you are a permanent resident of Alabama*

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**COMPANY OR ORGANIZATION YOU REPRESENT:**

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**For Mobile County staff use only:**

Date received: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date notified of receipt: \_\_\_\_\_ Business Days to fill request: \_\_\_\_\_

Standard Request: \_\_\_\_\_ Time-Intensive Request: \_\_\_\_\_

Response due by: \_\_\_\_\_ (15 business days from receipt of request)

Request:  Completed  Denied  Referred

Payment Pending Payment received: \_\_\_\_\_ (date & amount)

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