



SMALL TOWN, BIG BEACH™

## FIRE AND EMERGENCY SERVICES INFORMATION

Subject: Fire Protection Systems Trade Permit Applications

Code Ref: Permits shall be in accordance with the 2018 International Fire Code (including appendices). 1. A property owner or owner's authorized agent who intends to conduct an operation or business, or install or modify systems and equipment that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit.

2. All businesses operating in the city's corporate limits or police jurisdiction are required to complete and submit a business license application and supply copies of any State Certifications (if applicable). Be aware that business licenses expire December 31st. Renewals are due January 1st and are delinquent after January 31st.

### Online Permit Application Portal:

<https://www.gulfshoresal.gov/818/Fire-Protection-Systems-Per>

1. No Paper Submittals – Only Digital Submittals are accepted.
2. The file shall include the full scope of work and supporting plans, documents etc.
3. Files shall not exceed 20 MB for upload to the portal.
4. If applicable the building permit number is required in order to process the application.
5. Do not submit payment until you are notified of the status of the application.

### Business License Online Portal:

<https://www.gulfshoresal.gov/779/General-Business-License>

### Contractor's License Checklist:

<https://www.gulfshoresal.gov/DocumentCenter/View/1307/Contractor-Business-License-Checklist-?bidId=>

If you have any questions or need further assistance please contact the Fire Marshal at: (Office) 251-968-7422 (Direct / Text) 251-269-7996 or by email at [gsurry@gulfshoresal.gov](mailto:gsurry@gulfshoresal.gov).

George F. Surry  
Fire and Emergency Services  
Fire Code Official/Fire Marshal