



TIPS TO HELP WITH SINGLE FAMILY APPLICATIONS

All construction and building work must be permitted by the Department of Development Services, regardless of the type or size of the activity.

With our new permitting system, applicants are required to provide the names of the trade contractors that will be working on the project. These contractors now will be working under the umbrella of the Construction Permit. They will no longer need to apply for a permit separately.

Note: You still need to obtain a separate permit for any **low voltage** work included in the scope of your application. (Telephones, fire and security systems, closed-circuit and cable television, etc.)

For both new construction and additions make sure to have the following Permits, information, & documents ready before you apply:

1. The address of the project property (Must be in Unincorporated Jefferson County) – Check your address with the Department of Development Services (DDS) at 205-325-5174 when in doubt
2. Zoning and Property Information – information such as Zoning, Floodplain status, Special conditions, and setbacks can be obtained by calling the Zoning staff at 205-325-5321, option 4
3. Erosion Control Permit - Apply in person or online at permits.jccal.org/citizenaccess
(You would Include the Erosion Control Permit number issued to you in the related record section of your online Building Permit Application)
4. Sewer Impact Permit - obtained through Environmental Services
(You would Include the Sewer Impact Permit number issued to you in the related record section of your online Building Permit Application) **OR**
5. Health Department Approval letter- obtained through JC Department of Health
(You would attach the Health Department Approval letter to your online Building Permit Application by clicking on the **Upload Plans & Documents** button on the very last page of your application)
6. Information on the Licensed professionals/Trade professionals doing the work such as their profession type, names, and their license number issued to them by the JC Permitting system through Contractor Licensing (also available online)

Note: Contractors are required to register (free of charge) online through the Contractor Licensing option at permits.jccal.org/citizenaccess, or in person by visiting the DDS office. Certain documents are required to be submitted before the registration is issued. The following contractors need to provide/upload a copy of their active State License and their current Business license: Electrical contractors, Plumbing contractors, Gas contractors, General contractors, and Licensed Home Builders

7. Architectural plan in a digital format. Only PDF documents are accepted.
(You would attach the digital plans to your online Building Permit Application by clicking on the **Upload Plans & Documents** button on the very last page of your application)



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REQUIRED DOCUMENTS

- **Residential New Permit**
 - ✓ Architectural Plan Set
 - ✓ [Cost Estimate / Job Valuation](#)
 - ✓ 2-year Surety Bond or (Not required if an Erosion Control Registered Professional is connected, Or Land Disturbance qualifies for a residential Exclusions)
 - ✓ BMP Plan of the property must be provided locating the structure on the lot. The required location of the silt fence must be shown on the survey. Gravel must be provided within the first 50 feet of the construction driveway accessing a county-maintained road. Trash bins and port-o-potty must be provided as well. (Not required if Land Disturbance qualifies for a residential Exclusions)
 - ✓ Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer)
 - ✓ Site Plan - Initial Survey of the property providing distances from property lines to the proposed location of the house and addition on the lot.
 - ✓ Final Foundation survey (Before scheduling "Foundation Survey" inspections)

- **Residential Addition Permit**
 - ✓ Architectural Plan Set
 - ✓ [Cost Estimate / Job Valuation](#)
 - ✓ 2-year Surety Bond or (Not required if an Erosion Control Registered Professional is connected, Or Land Disturbance qualifies for a residential Exclusions)
 - ✓ BMP Plan of the property must be provided locating the structure on the lot. The required location of the silt fence must be shown on the survey. Gravel must be provided within the first 50 feet of the construction driveway accessing a county-maintained road. Trash bins and port-o-potty must be provided as well. (Not required if Land Disturbance qualifies for a residential Exclusions)
 - ✓ Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer)
 - ✓ Site Plan - Initial Survey of the property providing distances from property lines to the proposed location of the house and addition on the lot.
 - ✓ Final Foundation survey (Before scheduling "Foundation Survey" inspections)

- **Residential Alteration Permit**
 - ✓ Architectural Plan Set (If any changes are made to the existing floorplan OR any unfinished space is altered to add more living space) (see details below)
 - ✓ [Cost Estimate / Job Valuation](#)
 - ✓ Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer) (may or may not be required per individual circumstances)



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▪ Required Documents for Residential Miscellaneous Permit

- ✓ [Cost Estimate / Job Valuation](#)
- ✓ Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer) (may or may not be required per individual circumstances)

EXPIRATION OF APPLICATION AND/OR PERMIT

▪ **Application** (Residential New, Addition, Alteration, Miscellaneous)

An application for a permit for any proposed work shall be deemed to have been abandoned, becoming null and void **90 days** after the date of application filing if the application has not been approved and no permit fees have been paid.

▪ **Permit** (New, Addition, Alteration, Miscellaneous):

An issued permit shall be deemed to have been abandoned, becoming null and void **180 days** from Issuance Date or **180 days** after the last scheduled inspection, unless the owner, or their agent, provides a written request to extend the permit demonstrating justifiable cause on a form provided by the County to the Building Official within **30 business** days of expiration of said permit. (Note: The simple desire to put off the progress of the job is not considered justifiable). The Building Official is authorized to grant one or more extensions of time for additional periods not to exceed 180 days each. Approved extensions shall incur a **fee** for each permit extension request.

[Permit Application Extension](#) requests must be signed by the authorized signer on file with Jefferson County (typically, the permit holder)

Permits that expire will need to have new a permit application and approval to continue work and will be assessed the original building



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FEES

DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE	
<i>No applications will be processed until all applicable fees have been paid.</i>	
APPLICATION TYPE	ASSOCIATED FEE
Administrative Processing & Technology Fee	\$50.00 Administrative + \$10.00 Technology (Applies to all Permits/ Applications Available via Accela)
ZONING, FEMA FLOODPLAIN OR ADDRESSING VERIFICATION LETTERS	
Residential Zoning Verification Letter	\$50.00 for first hour of research, \$25.00 for each hour thereafter
FEMA Floodplain Certification Letter	\$15.00 each letter requested
Addressing Verification Letter	\$15.00 first hour of research
<i>Note: Verification Letters are not currently available through Accela and thus are not subject to the Administrative & Technology fees.</i>	
INSPECTION FEES FOR PERMITS/APPLICATIONS MANAGED BY DDS	
Zoning Inspection Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM)	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM) After Hours	First four (4) hours \$300.00, each additional hour after four (4) hours \$75.00
Passed Inspections	No charge
Stop Work	Double Permit Cost, per occurrence
Work Commencing before Permit Issuance	First Offence - Double Permit Cost, Additional Offence - Triple Permit Cost
Residential Building Permit Extension	\$50.00 each occurrence
BUILDING DIVISION PERMIT FEES	
Residential Single-Family Building Combo Permit (new construction/addition/alteration)	Valuation up to and including \$5,000.00, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof
Residential Single-Family Building Architectural Plan Review	\$100.00 residential plan set and due prior to scheduling inspections
Miscellaneous Building Combo Permit	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$10.00 per thousand or fraction thereof
<i>Miscellaneous Building Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections

Visit our website at permits.jccal.org/citizenaccess to apply for a building permit. First time applicants are required to create a user account prior to applying online.