

How Much Will This Cost Me?

Registration Fees are:

Residential - \$100.00
Commercial - \$400.00

We only accept checks or cash. A valid ID must be presented if paying by check.

Surety Requirement:

A Bond or a Letter of Credit in the amount of \$3000.00 per disturbed acre.

Once My Project Is Registered (Permitted), What Is Next?

Your Building Placard MUST BE POSTED in a conspicuous location on site AT ALL TIMES. Failure to do so will result in approval delays!

All BMP's must be in place and functioning prior to the footing foundation inspection being approved!

Failure to call 325.5638 at least five (5) days prior to pouring your footings/foundation and/or requesting a final inspection will result in a delay in obtaining your approval or certificate of occupancy!



JEFFERSON COUNTY COMMISSION
BETTYE FINE COLLINS, PRESIDENT
SHELIA SMOOT
BOBBY HUMPHRYES
JIM CARNS

Jefferson County Land Planning & Development Services

716 Richard Arrington Jr. Blvd. N.
Jefferson County Courthouse
Monday – Friday
7:30 am – 4:30 pm

Zoning Division
Room 260
205.325.5638

Inspection Services Division
Room B-200
205.325.5353

Complaint Reporting Hotline
205.325.5792

Jefferson County Roads & Transportation

716 Richard Arrington Jr. Blvd. N.
Jefferson County Courthouse; Room A-200
Monday – Friday
8:00 am – 5:00 pm

Traffic Division: 325.5167
Drainage: 325-5232
Utilities: 325-5128

Jefferson County Environmental Services

716 Richard Arrington Jr. Blvd. N.
Jefferson County Courthouse; Room A-300
Monday – Friday
8:00 am – 5:00 pm
205.325.5138

Department Of Health

1400 6th Avenue South
Monday – Friday
7:30 am – 4:30 pm
205.930.1230

SINGLE-FAMILY RESIDENCE

NEW CONSTRUCTION

PERMITTING PROCESS



How Do I Get Started?

To obtain a building permit for any residential structure, including additions, accessory buildings, etc, in the unincorporated areas of Jefferson County, you will need approvals from the following agencies:

1. Department of Health (septic tank) OR the Department of Environmental Services (sewer)
2. Department of Land Planning and Development Services

Who Can Apply For A Registration?

In an effort to protect the the responsible party, that person or their designated agent must complete the Registration (permit). Designation agent forms are available in the office of Land Planning and Development Services (Room 260, Main Court House) or on the internet: www.jeffconline.jccal.org

What Are The Steps Involved In Obtaining Permits Needed To Build A Single Family Residence?

Step One Septic or Sewer

NOTE: You will need to have your approved septic or sewer permits prior to any other construction application process.

If you plan to install a septic system, contact the Jefferson County Department of Health (JCDH) 930.1230.

If you plan to connect to sanitary sewer, you need to go to Environmental Services (A-300 Main Court House). You will need to have with you the following:

- The E911 Address or Parcel Identification Number of the subject property
- Plans showing the number of fixtures

Upon completion of this step, you will receive a JCDH approval for a septic system OR a sewer impact permit from Environmental Services.

Once you have obtained the approvals from Step 1, please come to the Department of Land Planning and Development Services (Room 260 Main Court House) for your Zoning Approval/ Erosion and Sedimentation Control (ESC) Registration.

Step Two Zoning Approvals/Erosion & Sedimentation Control (ESC) Registration

NOTE: Zoning Approvals/ESC Registrations are good for 90 days. There 2 parts in this process.

Zoning Approval Process

Please verify that your proposed project is properly zoned (i.e. landuse, setbacks, etc.). Once all of the zoning requirements are met you will be issued a written Zoning Approval. We recommend that you call and verify your zoning prior to submitting your Registration (permit). Please have your E911 Address or Parcel Identification Number available when you call, 325.5638

ESC Registration Process

The following information must be submitted and approved prior to obtaining an ESC Registration (permit).

- An E911 Address or Parcel Identification Number
- A dimensioned drawing (plot plan) of the parcel showing the location of all buildings, existing and proposed. The plan should indicate the following:
 - ✓ direction of water flow
 - ✓ sediment controls/BMP's (silt fencing; staked & embedded hay bales; etc)
 - ✓ construction entrance/exit including width, length, rock size, (#57 is the minimum sized stone for residential)
 - ✓ trash container (water resistant for hazardous materials - i.e. paint, oil, etc)
 - ✓ portable toilet
- A Surety may be required in the amount of \$3000.00 per disturbed acre.

Once you have obtained the approvals from Step 2, please proceed to the Inspection Services Division of LP&DS (Room B-200, Main Court House) to obtain your building permits.

Step Three Inspection Services

You will obtain a building permit only upon review and approval of your proposed project plans. Call 325.5353 with any questions. Any remaining permit fees will be collected by Inspection Services.

What If I'm Not Changing My Existing Footprint On This Project OR If This Proposed Project Does Not Require Me To Disturb Any Land?

If you are replacing a mobile home without installing or updating the septic tank or field lines; or disturbing an area that is less than 625 square feet (for example a small shed), then you might not have to meet the fee or surety requirement as stated in Article 13 of the Subdivision Regulations. In order to qualify for the fee and surety exemption status you must submit the following:

- Proof that the applicant is the property owner
- E911 Address or Parcel Identification Number
- Explanation of the proposed activity

These sites will be inspected just as any other registered site. This exempted status does NOT relieve you of any other obligations and regulations of Jefferson County.