



Jefferson County Alabama
Department of Development Services

PLAN ACCEPTANCE CHECKLIST (Minimum Information Requirements)

Commercial

1. Format and Submission Requirements

___ Submit Architectural plans and all other associated documentation through the Accela Portal/Digital Plan Room, which can be found here: <https://permits.jccal.org/citizenaccess> The Architectural plans and associated documentation must be submitted in **PDF** format.

2. Contact Information

___ Name, address, email and phone number of owner and General Contractor (if known).
___ Architectural plan sealed by a qualified, registered professional Architect and engineer.

3. Architectural Plan Set seal requirements

___ Structural (Engineer Seal)
___ Architectural (Architectural Seal)
___ Plumbing (Engineer Seal)
___ Electrical (Engineer Seal)
___ Mechanical (Engineer Seal)
___ Gas (Engineer Seal)

4. Contractors

___ Provide the information on the trade contractors that will be working on the project. i.e., plumbing, electrical and gas contractors.

5. Project

___ Provide a detailed description of work to be done.



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PLAN ACCEPTANCE CHECKLIST (Minimum Information Requirements)

Residential

1. Format and Submission Requirements

___ Submit Architectural plans and all other associated documentation through the Accela Portal / Digital Plan Room, which can be found here: <https://permits.jccal.org/citizenaccess>. The Architectural plans and associated documentation must be submitted in **PDF** format.

2. Contact Information

___ Name, address, email address and phone number of owner and Licensed Homebuilder.

3. Plan Set Requirements

___ Elevation of all sides of structure.

___ Floor plan of each floor.

___ Foundation footing detail.

___ Wall Section for each type of floor. Monolithic, basement or crawl space.

4. Contractors

___ Provide the names of the trade contractors that will be working on the project. i.e., licensed homebuilder, plumbing, electrical and gas contractors.

5. Project

___ Provide a detailed description of work to be done.

___ Provide Initial Survey of the property with the house located on the lot providing distances from property lines to house.

___ Provide Health Department approval for septic tank or sewer impact permit.

6. Land Disturbance BMP Plan

___ A land disturbance BMP plan is required for all new construction.

Contact Tamekia Lee for requirements. (205)325-5468 ext. 5367