Residential New Construction and Additions

All new construction and additions require Land Disturbance and Residential Building Permits from Development Services prior to the start of the project. This checklist will provide the required documents needed to begin your permit application.

*A homeowner can apply for the permit and act as the builder. To do this the homeowner must sign an affidavit from the State of Alabama Homebuilders Licensure Board stating that the owner/builder must maintain possession of the property for at least One Year after the date of the issuance of the Certificate of Occupancy.*

**Required Permits**

- Land disturbance permit
  - A land disturbance bond must be provided at the time of permitting. For residential projects the face value of the bond is $3000.00 unless otherwise specified by this department.
- Jefferson County Health Department Permit for onsite sewage disposal system.
  Or
- Impact Fees must be paid to obtain a permit from Jefferson County Environmental Services to connect to public sewer.
- Building Permit
- Plumbing, electrical, and gas permits are currently separate permits and must be issued to a contractor that is licensed by the State and registered with this department.

**Required Documents**

- Copy of Jefferson County Business License
- Alabama state Homebuilders License unless permitted by homeowner.
- Survey of property
- Area of the lot
- A survey 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-lets must be provided as well.
Jefferson County Alabama
Department of Development Services

Plans Requirement

— Plans must be fully dimensioned and drawn to a minimum 1/8-inch scale on a minimum 11” x 17” paper. These plans must include:
  — Floor plan of each level of the structure
  — Elevation drawing of each side of the structure
  — Electrical plan for each floor.
  — Heated square feet for each floor with the garage and unheated under roof areas listed separately. (exclude porch areas)
  — Provide distances from property lines for each side of structure measured to the portion of the structure closest to the property line.

Additions

— Distinguish between existing conditions and proposed new work
— Provide the distance between new work and any detached accessory structures located on property.
— Provide the distance from property line to existing and proposed work.

Revisions

Revisions must be submitted after plans have been examined and revisions are required.

— Submit only sheets affected by the revisions
— The revision request form must be submitted with each revision.
— Address each comment in the order in which it was requested.
— Identify all revisions clearly (i.e. draw a cloud around revised areas)
— Attach a written response to each comment. List the revision request and you comment underneath.