All new construction and additions require a Land Disturbance Permit and a Building Permit from the Department of Development Services prior to the start of the project. The owner of the business can apply for the permit and act as the contractor. This guide will provide the required documents needed to begin your permit application.

- **Address Approval**
  Check your address with the Department of Development Services

- **Zoning and Property Information**
  Check your property's zoning with the Department of Development Services. Zoning, floodplain status, and any special conditions and setbacks will be verified.

- **Required Plans & Documents**
  - Submit **five (5) copies** of the development plans to the Department of Development Services to be checked in. Plans review staff will be your central point of contact about the plans, and you will receive a report on any and all comments from all other County departments from Development Services.
  - Surveys are now required with the application of Commercial New construction.
  - Do not deliver plans to any other department. Development Services Planning Division will make sure all departments receive a copy of your plans.
  - Electronic plan submittals are highly encouraged so contact staff for details on how you can take advantage of this new service.
  - Architectural, Structural, Plumbing, Electrical, Gas and Mechanical drawings must be submitted for review.
  - Plans must be fully dimensioned and drawn to scale.
  - Site Plans which includes Land Disturbance Plans must be submitted to Jeff Gunter for review. Call (205) 325-5152 for any questions.
  - A land disturbance bond must be provided before permits are issued. The face value of the bond is based on amount of disturbed area. call Mandy Elledge at (205) 325-5321 for bond amount.
• **Revisions**

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

- 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 in the order in which they were given. List the revision request and how the comments were addressed.

Once any required revisions have been made, your plans approved, and any surety bonds posted, you may obtain the necessary permits to begin physical work.

• **Required Permits**

- [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 Department to connect to public sewer.
- Floodplain Permit if applicable - [Department of Development Services](#)
- Land disturbance permit - [Department of Development Services](#)
- Building Permit - [Department of Development Services](#)
- Plumbing, Electrical, and Gas permits are currently separate permits and must be issued to a contractor that is licensed and Registered with the [Department of Development Services](#).

• **Construction and Inspection**

• **Final Inspection**

• **Certificate of Occupancy**