All construction must be permitted with Development Services, regardless of size construction activity. All new construction and additions require a Land Disturbance Permit and a Building Permit from Development Services Department prior to the start of the project. This guide will provide the necessary steps in applying for your permit.

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

- **Sanitary Sewer Permit**
  - Apply with the Environmental Services Department
  Or

- **Septic Tank Approval**
  - Apply with the Jefferson County Department of Health

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

- **Design Your Project and Draw Plans**
  - Plans must be clear, legible, and correctly show the work to be done.

- **Submit Your Plans**
  - Submit your plans to Department of Development Services.
  - Surveys are now required for Residential New Construction.

- **Complete the Permit Application**
  - Apply with Department of Development Services
    - Floodplain Permit if applicable
    - Erosion Control Permit
    - Building Permit
    - Plumbing, Electrical, and Gas permits are currently separate permits and must be issued to a contractor that is licensed and Registered with Development Services Department.
    - Apply for other Permits with Roads and Transportation
      - Driveway Permit (if applicable)
      - ROW Excavation Permit (if applicable)

- **Construction and Inspection**
- **Final Inspection**
- **Certificate of Occupancy**