All construction and building work must be permitted by the Department of Development Services, regardless of the type or size of the activity. Both new construction and additions require an *Erosion Control Permit* and a *Building Permit* from Development Services prior to the start of the construction or building. This guide will provide the minimum information for you to apply for your permit.

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

- **Sanitary Sewer Permit**
  - Public Sewer Permit Approval -- Apply with the Environmental Services Department
  - Or
  - Septic Tank Permit Approval -- Apply with the Jefferson County Department of Health (State agency)

- **Driveway & Right-Of-Way Excavation Permits** *(Roads and Transportation Department)*
  - Driveway Permit (if applicable)
  - ROW Excavation Permit (if applicable)

- **Zoning and Property Information**
  - Check your property's zone with the Department of Development Services.
    - Zoning
    - Floodplain status
    - Special conditions and setbacks verified

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

- **Submit Your Plans**
  - Submit your architectural plans electronically to Department of Development Services.
  - NOTE: Foundation surveys are now required for Residential New Construction Permit.

- **Complete the Permit Application**
  - Apply online at [ePermitJC](#) with Department of Development Services
    - Floodplain Permit, if applicable
    - Erosion Control Permit
    - Building Permit
    - Plumbing, Electrical, and Gas permits are INCLUDED in the New Residential New Construction Permit.

- **Permit Application Review for Completeness**
  - Staff reviews the application for sufficiency and confirms all needed attachments are part of the submitted application.
• **Permit Architectural Drawings Review**
  - Staff reviews the architectural drawings for compliance with the adopted Building, Electrical, Plumbing, and Gas codes, and any other applicable County or State laws.

• **Permit Issuance**
  - Permit is issued to applicant and construction must begin within six (6) months. Inspection requests may be made online at ePermitJC, or using Selectron SelectTXT. Failed inspections will incur a charge that may be paid at ePermitJC. The failed inspection fee must be paid before any new inspection requests are made to the County.

• **Final Inspection**
  - The final inspection for the issued Residential New Construction Permit is completed and the Certificate of Occupancy (CO) is ready for review and issuance by staff.

• **Certificate of Occupancy**
  - The Certificate of Occupancy (CO) is ready for the applicant to download online from ePermitJC. Hardcopies are available for a fee from Development Services.