



## TIPS TO HELP WITH SINGLE FAMILY APPLICATIONS

All construction and building work must be permitted by the Department of Development Services, regardless of the type or size of the activity.

With our new permitting system, applicants are required to provide the names of the trade contractors that will be working on the project. These contractors now will be working under the umbrella of the Construction Permit. They will no longer need to apply for a permit separately.

**Note:** You still need to obtain a separate permit for any **low voltage** work included in the scope of your application. (Telephones, fire and security systems, closed-circuit and cable television, etc.)

For both new construction and additions make sure to have the following Permits, information, & documents ready before you apply:

1. The address of the project property (Must be in Unincorporated Jefferson County) – Check your address with the Department of Development Services (DDS) at 205-325-5174 when in doubt
2. Zoning and Property Information – information such as Zoning, Floodplain status, Special conditions, and setbacks can be obtained by calling the Zoning staff at 205-325-5321, option 4
3. Erosion Control Permit - Apply in person or online at [permits.jccal.org/citizenaccess](https://permits.jccal.org/citizenaccess)  
(You would Include the Erosion Control Permit number issued to you in the related record section of your online Building Permit Application)
4. Sewer Impact Permit - obtained through Environmental Services  
(You would Include the Sewer Impact Permit number issued to you in the related record section of your online Building Permit Application)       **OR**
5. Health Department Approval letter- obtained through JC Department of Health  
(You would attach the Health Department Approval letter to your online Building Permit Application by clicking on the **Upload Plans & Documents** button on the very last page of your application)
6. Information on the Licensed professionals/Trade professionals doing the work such as their profession type, names, and their license number issued to them by the JC Permitting system through Contractor Licensing (also available online)

**Note:** Contractors are required to register (free of charge) online through the Contractor Licensing option at [permits.jccal.org/citizenaccess](https://permits.jccal.org/citizenaccess), or in person by visiting the DDS office. Certain documents are required to be submitted before the registration is issued. The following contractors need to provide/upload a copy of their active State License and their current Business license: Electrical contractors, Plumbing contractors, Gas contractors, General contractors, and Licensed Home Builders

7. Architectural plan in a digital format. Only PDF documents are accepted.  
(You would attach the digital plans to your online Building Permit Application by clicking on the **Upload Plans & Documents** button on the very last page of your application)



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### REQUIRED DOCUMENTS

- **Residential New Permit**
  - ✓ Architectural Plan Set (With Application)
  - ✓ Initial Foundation Survey (With Application)
  - ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
  - ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
  - ✓ Final Foundation survey (Before scheduling "Foundation Survey" inspections)
  
- **Residential Addition Permit**
  - ✓ Cost Estimate Document (With Application)
  - ✓ Architectural Plan Set (With Application)
  - ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
  - ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
  - ✓ Final Foundation survey (Certain projects, before scheduling "Foundation Survey" inspection)
  
- **Residential Alteration Permit**
  - ✓ [Job Valuation Form](#) (With Application).
  - ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
  - ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")

### PERMIT EXPIRATION

Residential Permits (New, Addition, Alteration, Miscellaneous) Expire **6 months** from Issuance Date or **6 months** from date of last inspection. One or more extensions of time, for periods of not more than ninety (180) days each, may be allowed by the Building Official for the application if justifiable cause is demonstrated. (Note: The simple desire to put off the progress of the job is not considered justifiable). [Permit Application Extension](#) requests must be signed by the authorized signer on file with Jefferson County (typically, the permit holder)



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### FEES

<b>DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE</b>	
<i>No applications will be processed until all applicable fees have been paid.</i>	
APPLICATION TYPE	ASSOCIATED FEE
Administrative Processing & Technology Fee	\$50.00 Administrative + \$10.00 Technology (Applies to all Permits/ Applications Available via Accela)
<b>ZONING, FEMA FLOODPLAIN OR ADDRESSING VERIFICATION LETTERS</b>	
Residential Zoning Verification Letter	\$50.00 for first hour of research, \$25.00 for each hour thereafter
FEMA Floodplain Certification Letter	\$15.00 each letter requested
Addressing Verification Letter	\$15.00 first hour of research
<i>Note: Verification Letters are not currently available through Accela and thus are not subject to the Administrative &amp; Technology fees.</i>	
<b>INSPECTION FEES FOR PERMITS/APPLICATIONS MANAGED BY DDS</b>	
Zoning Inspection Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM)	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM) After Hours	First four (4) hours \$300.00, each additional hour after four (4) hours \$75.00
Passed Inspections	No charge
Stop Work	Double Permit Cost, per occurrence
Work Commencing before Permit Issuance	First Offence - Double Permit Cost, Additional Offence - Triple Permit Cost
Residential Building Permit Extension	\$50.00 each occurrence
<b>BUILDING DIVISION PERMIT FEES</b>	
<b>Residential Single-Family Building Combo Permit</b> (new construction/addition/alteration)	Valuation up to and including \$5,000.00, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof
Residential Single-Family Building Architectural Plan Review	\$100.00 residential plan set and due prior to scheduling inspections
<b>Miscellaneous Building Combo Permit</b>	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$10.00 per thousand or fraction thereof
<i>Miscellaneous Building Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections

Visit our website at [permits.jccal.org/citizenaccess](https://permits.jccal.org/citizenaccess) to apply for a building permit. First time applicants are required to create a user account prior to applying online.