



Jefferson County Alabama
Department of Development Services

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Residential New Construction and Additions

All residential 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.

To further simplify the permitting process , **effective, Friday Aug 26th**, Stormwater (Erosion & Sedimentation Control) requirements are included in the Residential Building Combo permits listed below:

- Residential Building New
- Residential Building Addition

Applicants no longer need to apply Erosion Control permit separately. This reduces the number of permits our customers need to apply for and track.

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

- 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

Note: You still need to obtain a separate permit for any low voltage work included in the scope of your application. The contractor must have Alabama State Fire Alarm Certification (Telephones, fire and security systems, closed-circuit and cable television, etc.)

Required Documents

- Cost Valuation Document (With Application)
- Architectural Plan Set (With Application)
- 2-year Surety Bond (Not required if an Erosion Control Registered Professional is connected, Or Land Disturbance qualifies for a residential Exclusions)
- BMP Plan 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-potty must be provided as well. (Not required if Land Disturbance qualifies for a residential Exclusions)
- Health Department Application (With Application if method of sewage disposal is “On site”)



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- Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
- Area of the lot
- Information of Subcontractors on the job (Must be already registered with the DDS)
- Initial Foundation Survey (on submission)
- Final Foundation Survey (before scheduling Foundation Survey Inspection)
- Energy Code Inspection Report (before scheduling Building Final inspection)

Plans Requirement

- Plans must be in .PDF format, 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.
 - BMP plan (erosion control plan) is required for all new construction.
Contact Tamekia Lee for requirements. (205)325-5468 ext. 5367

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 (.PDF) 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.