



COMMERCIAL NEW CONSTRUCTION PROCESS

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 Waste Disposal**

- 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 required.

- **Complete the Permit Application and upload Attachments**

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 Commercial 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.



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- **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.

- **Revisions to Architectural Plans**

Paper Plans: Comments not clearly addressed in the order provided by the Plans Examiner may be rejected.

- Address each comment in the order it was requested from the Plans Examiner. List the revision requested by the Plans Examiner and how this comment was addressed with the plan revision.
- Identify all the revisions clearly and “cloud” around each revised area.

- **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 SelecTXT. 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 Commercial 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.