



Jefferson County Alabama
Department of Development Services

PLAN ACCEPTANCE CHECKLIST (Minimum Information Requirements)

Residential and Commercial

Commercial

1. Format and Submission Requirements

___ Submit Architectural plans and all other associated documentation through the Accela Portal/Digital Plan Room, which can be found here: <https://permits.jccal.org/citizenaccess> The Architectural plans and associated documentation must be submitted in **PDF** format.

2. Contact Information

___ Name, address, email and phone number of owner and General Contractor (if known).
___ Architectural plan sealed by a qualified, registered professional Architect and engineer.

3. Architectural Plan Set seal requirements

___ Structural (Engineer Seal)
___ Architectural (Architectural Seal)
___ Plumbing (Engineer Seal)
___ Electrical (Engineer Seal)
___ Mechanical (Engineer Seal)
___ Gas (Engineer Seal)

4. Contractors

___ Provide the information on the trade contractors that will be working on the project. i.e., plumbing, electrical and gas contractors.

5. Project

___ Provide a detailed description of work to be done.



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2. Contact Information

___ Name, address, email address and phone number of owner and Licensed Homebuilder.

3. Plan Set Requirements

a) Residential **New and **Addition****

___ Residential New: Floor plan of each level of the structure, including all dimensions

___ Residential Addition: Floor plan of each level of the structure, including all dimensions.

Label existing and new.

___ Elevation drawing of each side of the structure

___ Electrical plan for each floor

___ Foundation and grade beam detail, show layout (overhead view)

___ Wall detail, side view from the bottom of footing to the rafter, show footing dimensions, show stud size, height & spacing, including anchoring

___ Floor joist detail, show size, spacing & spans. If engineered joists are used, include engineered layout and detail sheets.

___ Ceiling joist detail, show size, spacing & spans. If engineered joists are used, include engineered layout and detail sheets.

___ Rafter detail, show size, spacing & spans, all bracing, and purlins.



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b) **Residential Alteration**

- ___ Floor plan, including all dimensions, if any walls are being altered or added. Show existing vs new.
- ___ Electrical plan for any alterations or additions

4. Contractors

- ___ Provide the names of the trade contractors that will be working on the project. i.e., licensed homebuilder, plumbing, electrical and gas contractors.

5. Project

- ___ Provide a detailed description of work to be done.
- ___ Provide Initial Survey of the property with the house located on the lot providing distances from property lines to house.
- ___ Provide Health Department approval for septic tank or sewer impact permit.

6. Land Disturbance BMP Plan

- ___ A land disturbance BMP plan is required for all new construction.
[Erosion & Sedimentation Control Minimum Requirements](#)

**Be prepared to list all licensed professionals involved:
Homebuilders, Electricians, HVAC & Plumbers (water, Natural Gas or LP)**