



Combination Building Permit

Combination Building Permits are issued for Residential New, Residential additions, Commercial New, & Commercial Additions projects.

Combination Building Permits include all building, electrical, plumbing, gas disciplines, & now **Land Disturbance Activities** (Erosion Control). Sewer connections will remain separate permits.

Please refer to the examples on the following pages for changes and guidelines.

Permit Applications that include "Land Disturbance Activity" are:

- Commercial New
- Commercial Additions
- Residential New
- Residential additions

The screenshot shows a web application interface with a navigation bar containing 'Home', 'ESDPermits', 'Building', 'Planning', and 'Contractor Licensing'. Below the navigation bar are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Select a Record Type' and includes the instruction 'Click the arrow next to the department name below to expand and view'. There is a search input field with a dropdown arrow and a 'Search' button. The list of permit types is as follows:

- ▶ Building/Trade
 - ▼ Commercial Permits
 - Building Miscellaneous
 - Commercial Addition Permit
 - Commercial Alteration Permit
 - Commercial New Construction Permit
 - ▼ Residential Permits
 - Building Miscellaneous
 - Residential Addition Permit
 - Residential Alteration Permit
 - Residential New Construction Permit

At the bottom of the interface is a 'Continue Application »' button.



Combination Building Permit

Applying for a Residential Building Permit

Step 1: Location > Work Location

- Search for the address of your project in the "Address" section on this screen & auto-populate the "Parcel" and "Owner" Sections.

Address

* Street No.: 3901 * Street Name: RACEWAY Street Type: --Select-- Direction: --Select--

City: State: AL * Zip: Unit No.:

Search **Clear**

Address

* Street No.: 3901 * Street Name: RACEWAY Street Type: PKWY Direction: --Select--

City: MOUNT OLIVE State: AL * Zip: 35117 Unit No.:

Search **Clear**

Parcel

Sixteen-digit parcel number only. Do not include hyphens, dashes, or periods.

* Parcel Number: 1400282000002004

Subdivision: --Select-- Lot Number: Block: 000 Quarter: 2 Section: 0

Legal Description:

Search **Clear**

Owner

* Owner: GILLILAND JAMES H Phone:

Name 2:

Address Line 1: 504 BOXWOOD ST

Address Line 2:

City: GARDENDALE State: AL Zip: 35071

E-mail:



Combination Building Permit

Step 2: Contact Information > Contacts

- Add Applicant (required field)
- Add contractors for your project (if you have this, otherwise provide their information later)

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

JAMES BOND
GILLILAND JAMES H
EMAIL@MAIL.COM
Home phone:
Mobile Phone:2051234567
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional,

[Select from Account](#) [Look Up](#)

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name
No records found.			



Combination Building Permit

Step 3: Construction Details>General Project Information

Land Disturbance Info section is added to this Step & now part of the building Permit Application.



Land Disturbance Info

ESC PERMIT INFO

* Is there an existing Erosion Control Permit for this project?: Yes No

Erosion Control Permit Number:

ESC GENERAL INFO

Erosion Control Permit:

* Disturbed Acreage:

Workshop Certified and current?:

Floodplain:

Bond Number:

Bond Amount:

Bond Effective Date:

Bond Expiration Date:

Bond Principal:

Bond Company:

ESC EXCLUSION

Exclusion Reason:

The distance to the nearest stream, creek, drainage structure, to which the disturbed area drains:

Time site will be disturbed (months):

ESC AGREEMENT

* I confirm that I have obtained, read and understand the Erosion and Sedimentation permit requirements. I agree to conduct my activities in accordance with Jefferson County's erosion and sedimentation policies and understand that not meeting these standards may result in enforcement actions.: Yes No



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TIPS:

- If you already have an “Issued” existing Erosion Control Permit for your project, you can add it on the “Land Disturbance Info” section and transfer details to your Combination Building Permit. Otherwise provide information on this section.
- Existing Erosion Control Permits must have one of the following statuses to be eligible for transfer:
 - Issued
 - Issued - No Bond
 - Exclusion Issued
- Select the Erosion Control Permit type from the Dropdown list that corresponds with your Building Permit type:

Building Permit Application Type	Erosion Control Permit type
Residential New Construction	Residential
Commercial New Construction	Commercial Or Government
Residential Addition	Residential Or Residential Exclusion
Commercial Addition	Commercial Or Commercial Exclusion

Information submitted on the “Land Disturbance Info” section will also be verified by our staff and any issues found should be corrected before the building permit is issued.

- Continue with the rest of the application & submit.



Combination Building Permit

- Upload plans and required documents (includes required documents for the Land Disturbance section):

Step 3 : Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

3901 RACEWAY PKWY, MOUNT OLIVE AL 35117

RES-NEW-220265 **Upload Plans and Documents**



NOTE:
The required documents for the Land Disturbance activity are based on your application type and information provided in that section.

Digital Plan Room
Record: RES-NEW-220265

Record Details | Summary | Uploads | Issues | Conditions | Notes

1 Information | 2 File Processing | 3 Sheet Versioning | 4 Review

Step 1: Information
Review packages are a set of plans and documents submitted for a review cycle.

General

Plan Review Cycle #1

Description:

Enter a description of the plans or documents you are uploading...

Requirements

- ⊗ **Architectural Plan Set**
This document is required.
- ⊗ **BMP Plan**
This document is required.
- ⊗ **Initial Foundation Survey**
This document is required.
- ⊗ **Surety Bond**
This document is required.