



## 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.

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 Trade Permits separately.**

To further simplify the permitting process, **effective, Friday Aug 26<sup>th</sup>, 2022**, Stormwater (Erosion & Sedimentation Control) requirements are included in the Commercial Building Combo permits listed below:

- Commercial Building New
- Commercial Building Addition

**Applicants no longer need to apply Erosion Control permits separately (exception applies for land clearing and grading activities).** This reduces the number of permits our customers need to apply for and track.

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

- **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.



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

Apply online at [ePermitJC](https://ePermitJC.com) with Department of Development Services

- Floodplain Permit, if applicable
- Building Permit
  - Erosion Control, Plumbing, Electrical, and Gas permits are INCLUDED in the New Commercial New & Commercial Addition Construction Permits. Required documents may vary based on the Permit type.

- **Permit Application Review for Completeness**

- Staff reviews the application for sufficiency and confirms all needed attachments are part of the submitted application.

- **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](https://ePermitJC.com), or using Selectron SelecTXT. Failed inspections will incur a charge that may be paid at [ePermitJC](https://ePermitJC.com). 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](https://ePermitJC.com). Hardcopies are available for a fee from Development Services.

Site Plans which include Land Disturbance Plans must be submitted to Jeff Gunter for review. Call (205)325-5431.