



## Jefferson County Alabama Department of Development Services

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### RESIDENTIAL CONSTRUCTIONS (New, Addition, Alteration, Miscellaneous)

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 26<sup>th</sup>, 2022**, Stormwater (Erosion & Sedimentation Control) requirements are included in the Residential Building Combo permits listed below:

- Residential Building New
- Residential Building Addition

Applicants of the two above Residential Types 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 for Residential New Building **New** & Residential Building **Addition**

- Architectural Plan Set (see details on page 2)
- [Cost Estimate / Job Valuation](#) (With Application)
- 2-year Surety Bond or (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)



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- Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer)
- Site Plan - **Initial Survey** of the property providing distances from property lines to the proposed location of the house and addition on the lot.
- Final Foundation survey (Before scheduling "Foundation Survey" inspections)

### **Plans Requirement for Residential Building **New** & Residential Building **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
- BMP plan (erosion control plan) is required for all new construction.

#### [Erosion and Sedimentation Control Minimum Requirements](#)

- **Additions:** Distinguish between existing conditions and proposed new work
- **Additions:** Provide the distance between new work and any detached accessory structures located on property.
- **Additions:** Provide the distance from property line to existing and proposed work.

### **Required Documents for Residential **Alteration** Permit**

- Architectural Plan Set (If any changes are made to the existing floorplan OR any unfinished space is altered to add more living space) (see details below)
- [Cost Estimate / Job Valuation](#) (With Application)
- Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer) (may or may not be required per individual circumstances)

### **Plans Requirement for Residential **Alteration** Permit**

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



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### Required Documents for Residential **Miscellaneous** Permit

- Cost Valuation Document (With Application)
- Health Dept Application (septic tank) OR Sewer Impact Permit (public sewer) (may or may not be required per individual circumstances)

Miscellaneous permits are issued for a wide range of projects such as:

1. Mobile Home Set-up
2. Residential Roof Replacement
3. Residential Window Replacement
4. Carport
5. Detached Garage
6. Shop Building
7. Pole Barn
8. Fire Damage Repair
9. Retaining Wall
10. Many Other Applications

Please contact our office at 205-325-5321 to discuss the specific requirements for any work to be performed under Miscellaneous Permitting.

### 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 your comment underneath.

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