



**JEFFERSON COUNTY**

**ENVIRONMENTAL SERVICES DEPARTMENT (ESD)**

**IMPACT DIVISION - 2025 COMMERCIAL PROJECT CHECKLIST**

**(WEB: [WWW.JCCAL.ORG](http://WWW.JCCAL.ORG))**

***Departments: Environmental Services***

**EFFECTIVE: OCTOBER 1, 2024**

APPLICANTS SEEKING TO CONSTRUCT A COMMERCIAL PROJECT IN THIS JURISDICTION ARE REQUIRED TO SUBMIT, AND/OR ADHERE TO THE FOLLOWING ITEMS UPON THEIR REQUEST FOR ISSUANCE OF A SEWER IMPACT PERMIT. A PERMIT SHALL NOT BE ISSUED "UNTIL ALL OF THE REQUIREMENTS ARE FULFILLED" IN ACCORDANCE WITH JEFFERSON COUNTY SPECIFICATIONS. IT SHOULD BE NOTED THAT AN "IMPACT PERMIT, AND A CONNECTION PERMIT ARE NOT ONE IN THE SAME" AND SERVE DIFFERENT REGULATORY PURPOSES. A MUNICIPAL BUILDING PERMIT SHOULD NOT BE ISSUED PRIOR TO THE ISSUANCE OF A JEFFERSON COUNTY IMPACT PERMIT, WHICH SHALL SERVE AS THE BUILDING PERMIT AUTHORITY'S "NOTICE TO PROCEED" WITH A BUILDING PERMIT ISSUANCE. PLEASE SUBMIT PROJECT MATERIALS IN A TIMELY MANNER, THUS ALLOWING FOR PROPER PLANS REVIEW.

- 1.) ALL PROJECTS SUBMITTED TO JEFFERSON COUNTY ESD GENERATING ADDITIONAL WASTEWATER FLOWS TO BE DISCHARGED TO THE COUNTY SANITARY SEWER COLLECTION SYSTEM REQUIRE A CAPACITY ANALYSIS REVIEW TO BE PERFORMED BY THE ENVIRONMENTAL SERVICES DEPARTMENT TO ASSURE THAT THE SEWER COLLECTION SYSTEM WILL ADEQUATELY ALLOW FOR THE SPECIFIC PREMISE DISCHARGE. THIS PROCESS IS REQUIRED PRIOR TO ANY PERMITS AND/OR CONNECTIONS BEING APPROVED. THE APPLICANT MUST COMPLETE A "CAPACITY REVIEW FORM" INCLUDING GPD CALCULATIONS AS THIS INFORMATION WILL BE USED AS PART OF THE ESD REVIEW PROCESS. THE "CAPACITY REVIEW FORM" SUBMITTAL PROCESS IS NOW AVAILABLE ONLINE AND CAN BE ACCESSED BY VISITING THE JEFFERSON COUNTY, ALABAMA WEBSITE. PATHWAY TO FOLLOW: [JCCAL.ORG](http://JCCAL.ORG)> DEPARTMENTS> ENVIRONMENTAL SERVICES> BUSINESS> SEWER IMPACTS & CONNECTIONS> CAPACITY REVIEW FORM. INQUIRIES REGARDING SEWER CAPACITY AS WELL AS THE AFOREMENTIONED CAPACITY FORM AND/OR PROJECTS REQUIRING LETTERS OF SEWER AVAILABILITY SHOULD BE DIRECTED TO EMILY KEMP AT 205-214-8608.

- 2.) ALL FOOD SERVICE FACILITY PROJECTS MUST BE PROPERLY REVIEWED BY THE AUTHORIZING DEPARTMENT OF HEALTH FOR EITHER JEFFERSON, SHELBY, OR ST. CLAIR COUNTY, RESPECTIVELY. FOOD SERVICE FACILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO, RESTAURANTS, SCHOOL CAFETERIAS, COFFEE SHOPS, CLUBS, BARS, OR ANY OTHER PREMISE WHEREIN ITEMS MAY BE SERVED, OR DISPENSED FOR HUMAN CONSUMPTION. FOOD SERVICE FACILITY PROJECTS SHOULD ALSO MAKE APPLICATION WITH THE GREASE CONTROL PROGRAM OF THE ENVIRONMENTAL SERVICES DEPARTMENT. ALL FOOD SERVICE FACILITY APPLICANTS SHOULD CONTACT TARI HOLT AT 205-238-3878. GENERAL QUESTIONS REGARDING GREASE CONTROL MAY BE ADDRESSED BY CALLING 205-238-3876.
- 3.) PROJECT SITES REQUIRING RIGHT OF ENTRY ACCESS TO ANY STATE ROAD RIGHT-OF-WAY, OR EASEMENT FOR UTILITY INSTALLATION REQUIRES THE ISSUANCE OF A STATE PERMIT WITHOUT EXCEPTION. EVIDENCE OF THIS PERMIT IS REQUIRED AT THE TIME OF PROJECT SUBMISSION AND MAY AFFECT THE PROJECT'S SEWER AVAILABILITY AND/OR APPROVAL STATUS. REGARDING MATTERS OF SANITARY SEWER MAINS ONLY, PLEASE CONTACT BEN PATE AT 205-521-7527 FOR STATE RIGHT OF WAY PERMIT APPLICATIONS. PLEASE NOTE THAT THE ALABAMA DEPARTMENT OF TRANSPORTATION IS THE GOVERNING AUTHORITY OF APPROVAL FOR SUCH PERMITS, WITH JEFFERSON COUNTY BEING THE PATHWAY ENTITY THROUGH WHICH THE STATE REQUIRES THESE SPECIFIC PERMITS TO BE PRELIMINARILY ROUTED.
- 4.) ALL SANITARY SEWER INSTALLATION PROJECTS ENCROACHING INTO ROAD RIGHTS OF WAY ARE REQUIRED TO OBTAIN APPROVAL PRIOR TO COMMENCING WORK FROM THE ROADS AND/OR TRANSPORTATION AUTHORITY WITH REGARDS TO THE JURISDICTION IN WHICH WORK IS TO BE PERFORMED, OR THE AUTHORITY WHICH MAINTAINS THE SPECIFIC ROAD SURFACE. PROJECTS ARE REQUIRED TO SECURE PROPER EXCAVATION PERMITS AND COMPLY WITH THE ROAD REQUIREMENTS OF THE MUNICIPAL, OR UNINCORPORATED JURISDICTION REGARDING YOUR PROJECT SITE.
- 5.) PROJECT SITES CONSISTING OF SEWER MAIN EXTENSIONS, RELOCATIONS, AND/OR DEMOLITIONS MUST HAVE THE APPROVAL OF THE DIRECTOR OF ENVIRONMENTAL SERVICES PRIOR TO FINAL IMPACT APPROVAL AND SUBSEQUENT PERMIT ISSUANCE. IT SHOULD BE NOTED THAT ALTERATIONS TO ANY EXISTING SEWER EASEMENT TOPOGRAPHY AND/OR MANHOLES MUST ALSO BE APPROVED PRIOR TO THE COMMENCEMENT OF WORK. INFORMATION RELATING TO ANY SUCH INDICATED MAIN SEWER WORK MAY BE OBTAINED BY CALLING BEN PATE IN ESD PLANS REVIEW AT 205-521-7527.
- 6.) PROJECTS INCLUDING THE DISPOSAL OF WASTE MATTER OTHER THAN DOMESTIC MUST BE REVIEWED AND APPROVED BY THE BARTON LABORATORY DIVISION OF ESD, INCLUSIVE OF, BUT NOT LIMITED TO, CIRCUMSTANCES WHICH MAY INCLUDE INDUSTRIAL PRETREATMENT, SAMPLING AND/OR SURCHARGING OF THE PROPOSED FACILITY. EXAMPLES OF WASTE OTHER THAN DOMESTIC MAY BE SIMPLIFIED AS, "DISCHARGE WHICH IS REQUIRED TO FLOW THROUGH AN OIL-WATER SEPARATOR, ACID TANK, SAND TRAP, OR ANY OTHER SUCH MODIFYING, OR PRETREATING PLUMBING APPURTENANCE, PRIOR TO ENTERING THE JEFFERSON COUNTY

SANITARY COLLECTION SYSTEM". APPLICANTS PLEASE CONTACT TARI HOLT AT 205-238-3878 FOR INDUSTRIAL COMPLIANCE INFORMATION, AND RODNEY CURRINGTON AT 205-238-3866 FOR ADDITIONAL INFORMATION REGARDING INDUSTRIAL SITE SAMPLING AND INSPECTION ISSUES.

- 7.) SITE UTILITY PLANS (TWO COPIES) SHOULD BE SUBMITTED TO THE ESD IMPACT DIVISION OFFICE ON 24" BY 36" PLAN SHEETS IN ACCORDANCE WITH THE JEFFERSON COUNTY STANDARD SPECIFICATIONS FOR SERVICE LINES AND CONNECTIONS. SUBMISSIONS OF PLANS IN SIZES OTHER THAN INDICATED WILL NOT BE ACCEPTED. THE PLANS SHOULD INCLUDE ALL INFORMATION AS RELATED TO THE ESD ORDINANCE, "THE STANDARD SPECIFICATIONS FOR SERVICES LINES & CONNECTIONS" REQUIREMENTS SECTION 2.0400, AND ANY OTHER ADDITIONAL RELATIVE INFORMATION DEEMED NECESSARY BY THE ESD INSPECTOR OF REVIEW.
- 8.) THE TOTAL NUMBER OF FIXTURES TO BE INSTALLED ON YOUR PROJECT SHALL BE SUBMITTED IN AN ITEMIZED LIST AS OUTLINED ON THE ATTACHED "WORKSHEET FOR IMPACT FEES". ASSISTANCE MAY BE PROVIDED BY A STAFF INSPECTOR RELATING TO ITEMIZING PROJECT FIXTURES, BUT IT SHOULD BE NOTED THAT JEFFERSON COUNTY ESD IS NOT RESPONSIBLE FOR A FIXTURE COUNT ANALYSIS OF ANY PROJECT. THE ITEMIZATION OF DRAINAGE FIXTURES PROPOSED FOR INSTALLATION REMAINS THE RESPONSIBILITY OF THE PROJECT OWNER, OR THEIR AUTHORIZED AGENT OF CONTRACT.
- 9.) APPLICANTS SHOULD SUBMIT A PROPER BUILDING NAME OR TITLE FOR THE PROPOSED PREMISE... A LEGAL ADDRESS FOR THE PROJECT SITE (INCLUSIVE OF APPLICABLE SUITES) AS PROCURED FROM THE PROPER JURISDICTIONAL ADDRESSING AUTHORITY... A RECORDED PARCEL ID NUMBER FOR THE CONSTRUCTION SITE... OWNER INFORMATION INCLUSIVE OF ADDRESS, CITY, STATE AND PHONE NUMBER... CONTRACTOR INFORMATION INCLUSIVE OF ADDRESS, CITY, STATE AND PHONE NUMBER...

NOTE: UTILITY PLANS MAY BE FORWARDED TO  
[BENSONC@JCCAL.ORG](mailto:BENSONC@JCCAL.ORG) FOR REVIEW... OR CAN BE SUBMITTED  
IN PERSON, ONLINE AT [PERMITS.JCCAL.ORG/CITIZENACCESS](https://permits.jccal.org/citizenaccess),  
OR VIA COURIER/MAIL TO THE JEFFERSON COUNTY SEWER ADMINISTRATION  
PERMITTING & INSPECTIONS OFFICE – IMPACT DIVISION  
716 RICHARD ARRINGTON, JR. BOULEVARD NORTH, SUITE A-300  
BIRMINGHAM, ALABAMA 35203

PLAN SUBMISSION OFFICE HOURS: 8:00 AM TO 4:00 PM (CST) – MONDAY THROUGH FRIDAY  
PHONE: 205-325-5801

**PLEASE ALLOW A TEN BUSINESS DAY REVIEW PERIOD FOR YOUR COMMERCIAL PROJECT MATERIAL SUBMISSIONS**



## **JEFFERSON COUNTY ENVIRONMENTAL SERVICES DEPARTMENT**

### **SEWER ADMINISTRATION / IMPACT DIVISION**

#### **PERMITTING & INSPECTIONS OFFICE GENERAL INFORMATION**

THE IMPACT DIVISION OF THE ENVIRONMENTAL SERVICES DEPARTMENT (ESD) ADMINISTRATES VARIOUS ASPECTS OF THE JEFFERSON COUNTY SANITARY SEWER COLLECTION SYSTEM. PERMIT ISSUANCES, SERVICE LINE INSPECTIONS, SPECIFICATION ENFORCEMENT, WASTE DISPOSAL TICKETS AND UTILITY PLANS REVIEW AS RELATED TO SANITARY SERVICE LINES ARE EXAMPLES OF A FEW OF THE SERVICES PROVIDED BY THE DEPARTMENT DIVISION:

- IMPACT PERMITS – AUTHENTICATE THE AVAILABILITY AND CAPACITY OF A GIVEN PARCEL TO CONNECT TO THE SANITARY SEWER SYSTEM AND PROVIDE VALIDATION OF THE PERMIT OWNER’S RIGHT TO DO SO...
- CONNECTION PERMITS – ALLOW JURISDICTIONAL PERMISSION OF A LICENSED AND BONDED PLUMBER TO RENDER SERVICE FOR THE PURPOSE OF INSTALLING A SANITARY SEWER SERVICE LINE BETWEEN A PREMISE AND THE COLLECTION SYSTEM, ESTABLISHING A CONNECTION...
- DISCONNECTION PERMITS – PROVIDE FOR THE PROPER CESSATION OF A SERVICE LINE’S EXISTENCE IN CASES WHEREIN A PREMISE IS SCHEDULED FOR DEMOLITION. THIS ACTION ENABLES ESD TO CONTROL INFILTRATION POINTS, MAINTAIN CERTAIN WATER QUALITY, AND RECORD THE DISABLED USAGE FOR THE SAKE OF FUTURE CAPACITY...
- SEPTAGE/GREASE DISPOSAL TICKETS – ALLOW WASTE HAULING CONTRACTORS TO DISPOSE OF MATTER COLLECTED FROM ON-SITE FACILITIES IN BOTH A SANITARY AND CONTROLLED MANNER, THUS MAINTAINING THE JURISDICTION’S BEST POSSIBLE WATER QUALITY STANDARDS IN CIRCUMSTANCES WHEN THERE IS NOT A DIRECT CONNECTION TO THE COLLECTION SYSTEM.

# **Jefferson County, Alabama Environmental Services Department**

## **Standard Specifications for Sanitary Sewer Service Lines and Connections**

**Adopted November 10, 1999**  
**Amended May 6, 2008 & November 6, 2012**



**(PLEASE REFER TO ALL REQUIREMENTS DENOTED BELOW IN RED FOR A  
SITE UTILITY PLAN DESIGN IN THIS JURISDICTION. THESE EXCERPTS AS  
LISTED ARE FROM THE NOVEMBER 1, 2014 JEFFERSON COUNTY ESD  
STANDARD SPECIFICATIONS FOR SERVICE LINES & CONNECTIONS, WITH  
APPLICABLE CURRENT FEE UPDATES REVISED WITHIN THE INSERT)**

**2.0306 Sewer Connection Fees**

<b>Schedule of Sewer Connection Fees:</b>	<b><u>Prior to Installation</u></b>	<b><u>After Installation</u></b>
<b>Sanitary Sewer Connection Permit:</b>	\$86.17 each	\$947.54 each
<b>Sanitary Sewer Repair Permit:</b>	\$86.17 each	\$947.54 each
<b>Sanitary Sewer Tap Fees to Existing Sewers:</b>		
1. C-900 PVC, Concrete, PVC Truss or Vitrified Clay Mains: County provides saddle, labor, and materials for tap.		\$258.45 each
2. Ductile Iron Mains: County provides saddle, labor, and material for tap		\$258.45 each
Sanitary Sewer Disconnection Permit		\$43.11 each

**Inspections:**

The above fees include all required inspections, except additional inspections required due to faulty materials, poor workmanship, etc. If the County Sewer Service Inspector is required to make more than two (2) inspections because of faulty material, poor workmanship, or for any other reason as the authority deems necessary, the third inspection and each inspection thereafter shall be charged at \$172.31 per inspection.

**2.0400 Commercial Development Drawing Requirements**

All developers of commercial, apartment, or mobile home projects are required to submit a plan view drawing of the service line to be installed. The drawing is not required for residential developments. The drawing shall be submitted at the time of applying for the Sewer Impact Permit. The drawings shall contain the following information and comply with the standards below.

1. Location of connection to the main sewer shall be shown. (Distance from an existing manhole)
2. Location and alignment of the proposed service line shall be shown.
3. Size and material of the proposed service line shall be shown.
4. Show location of pipe material changes.

5. Depth of cover noted. Profiles are not required.
6. Drawings shall be on 24"x 36" sheets.
7. Drafting media shall be of reproducible quality.
8. Drawings shall be in reproducible black or blue-black ink.
9. The minimum text height shall be 0.1 inch and shall be legible
10. Sheets shall be properly numbered.
11. Location and direction of flow of all existing sewers shall be indicated on the Drawings.
12. Direction of flow for each proposed service line shall be shown.
13. North arrow shall be provided on each sheet.
14. All storm sewers, drainage ditches, creeks, and utilities shall be shown.
15. If the sewer line crosses a property line, that line must be shown.
16. Cleanout locations shall be shown.
17. Legal Address or Parcel ID must be shown.

Before commencing construction of a service line for commercial developments, the plumbing contractor must obtain a set of Drawings approved and stamped by the Environmental Services Department. The approved stamped set of drawings are part of the plumbing contractor's inspection process and should be available on site at the time of inspection.

#### **2.0500 Revocation of Permits**

The County may revoke a permit issued under the provisions of this Standard, in case there has been any false statement or misrepresentation as to a material fact in the application or plans which the permit was based. In all cases permit fees shall not be refunded. The County may revoke a permit or approval in the event that any part of the construction of the service line is in violation of, or not in conformity with, the provisions of this Standard.

#### **2.0600 Work Commencing Before Permit Issuance**

Any person who commences any work on a service line before obtaining the necessary Sewer Connection Permit shall be subject to an additional payment of \$861.37 above the normal permit issuance charge to cover the added costs of both the inquiry & inspection.



**JEFFERSON COUNTY ESD IMPACT DIVISION  
716 RICHARD ARRINGTON BOULEVARD NORTH - SUITE A300  
BIRMINGHAM, ALABAMA 35203  
PHONE: (205) 325-5138**

**JEFFERSON COUNTY FIXTURE CREDIT PROCEDURES**

Per Article III, Section C of the Jefferson County Sewer Use Charge Ordinance, any existing buildings scheduled to be remodeled or demolished, which are connected to the Jefferson County Sanitary Sewer Collection System, properly paying monthly sewer charges, and are within the parcel footprint of a proposed new building, will be allowed fixture credits applicable to the new building. The credits are subject to the adherence of the Jefferson County sewer service line disconnection guidelines.

If there is not a pre-existing Impact Permit for the remodel or demolition site, the owner/contractor should call the Impact Division of Environmental Services at 205-325-5138 to schedule an appointment for a "fixture count" 24 hours in advance. The requesting party should have an agent available in a timely manner at the appointment site that has "knowledge of the premises, the authority to sign the credit document, and the right to gain access to the audited premise(s)". This person should be prepared to "escort" the inspector throughout the duration of this process. Jefferson County does not count buildings for which a valid Impact Permit already exists, nor "recount or alter" the credit total which the owner or contractor has previously affirmed. Jefferson County has the right to refuse to enter any dwelling that is deemed unsafe as related to either structure, environment, or security.

An "electronic signature from the premise owner or agent for fixture credit validation" will be required by the ESD Inspector in the field. This "digital document is in essence a credit voucher" which will be immediately digitally transmitted to ESD Administration and shall remain valid for one year. The credits should be applied to an impact permit for a new structure prior to expiration as time extensions for such is strictly prohibited.

Please note that each building which will be demolished must have the existing sanitary sewer service line(s) properly permitted and disconnected. Any violation of these procedures as outlined results in forfeiture of all potential fixture credits, and is furthermore subject to a violation penalty.





**WORKSHEET FOR IMPACT FEES**  
**JEFFERSON COUNTY ENVIRONMENTAL SERVICES**  
**716 RICHARD ARRINGTON, JR. BLVD. NORTH SUITE A300**  
**BIRMINGHAM, ALABAMA 35203 (205) 325-5138**

**THIS IS NOT A PERMIT**

DATE: \_\_\_/\_\_\_/\_\_\_ (MM/DD/YEAR)

MUNICIPALITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

CONTRACTOR/  
APPLICANT: \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

AREA CODE & PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**LEGAL DESCRIPTION:**

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

SURVEY: \_\_\_\_\_

PARCEL I.D.: \_\_\_\_\_

SECTION: \_\_\_\_\_ TWSP: \_\_\_\_\_ RANGE: \_\_\_\_\_

BASIN: \_\_\_\_\_

**TYPE OF OCCUPANCY:** (Please Check All That Apply)

- ☐ RESIDENTIAL
- ☐ COMMERCIAL
- ☐ INDUSTRIAL
- ☐ NEW BUILDING
- ☐ BUILDING ADDITION
- ☐ REMODEL
- ☐ SEPTIC TANK CONVERSION

**FIXTURE TYPE (\$387.64)      TOTAL #**

WATER CLOSETS/TOILETS \_\_\_\_\_

BATH TUBS \_\_\_\_\_

SHOWERS \_\_\_\_\_

LAVATORIES \_\_\_\_\_

SINKS \_\_\_\_\_

URINALS \_\_\_\_\_

WASHING MACHINES \_\_\_\_\_

DISHWASHERS \_\_\_\_\_

GARBAGE GRINDERS \_\_\_\_\_

**RESTAURANTS:**

SEATS \_\_\_\_\_

CONSUMPTIONS \_\_\_\_\_

DUMPSTER \_\_\_\_\_

OTHER \_\_\_\_\_

**FIXTURES 1/4 VALUE**

FLOOR DRAINS \_\_\_\_\_

DRINKING FOUNTAINS \_\_\_\_\_

SUMPS-PUMPS-EJECTORS \_\_\_\_\_

CONDENSATE DRAINS \_\_\_\_\_

**TOTAL FIXTURES:** \_\_\_\_\_

**LESS CREDITS** \_\_\_\_\_

**IMPACT#/INSPECTOR** \_\_\_\_\_

**TOTAL FEE DUE:**

\$



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**716 RICHARD ARRINGTON BOULEVARD NORTH - SUITE A300**  
**BIRMINGHAM, ALABAMA 35203**  
**PHONE: (205) 325-5138**

**WORKSHEET FOR SEWER CONNECTION PERMITS**  
**(PLUMBERS ARE REQUIRED TO SECURE EXCAVATION PERMITS FROM**  
**PROPER JURISDICTIONS WHEN ENTERING ROAD RIGHTS OF WAY!)**

IMPACT # \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

SURVEY: \_\_\_\_\_

PARCEL ID NUMBER : \_\_\_\_\_

DEMOLITION CONTRACTOR: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_

MASTER PLUMBER'S NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

CONTRACTOR TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BASIN : \_\_\_\_\_

**TYPE OF PERMIT NEEDED:**

Upon signature below, the plumbing  
company agent affirms acquisition of  
all municipal excavation and/or state  
right of way permits required for site.

\_\_\_\_\_

SEWER REPAIR \_\_\_\_\_

SEWER CONNECTION \_\_\_\_\_

SEWER TAP / GREASE TRAP \_\_\_\_\_

SEWER PLUG \_\_\_\_\_

TOTAL COST OF PERMIT \$ \_\_\_\_\_