



Types of Permits & when is a Permit Required?

COMMERCIAL PERMITS

Commercial building permits are required for construction and renovation of commercial buildings, tenant space construction or remodel for businesses, and construction work for multifamily-residential buildings.

Commercial New Construction Permit

- For new commercial, industrial & institutional facilities such as
 - ✓ Business Offices – Storage Facilities
 - ✓ Stores
 - ✓ Churches
 - ✓ Hotels & Motels
 - ✓ Hospitals
 - ✓ Sports related facilities
 - ✓ Apartments
 - ✓ Condominiums
 - ✓ Restaurants
 - ✓ Warehouses

Commercial Addition Permit

- For Additions to Existing Commercial Buildings that increases the square footage of the building. (Change to the footprint of the building)
 - ✓ Adding additional floors (Without Alterations to existing floors)

Commercial Alteration Permit

- For Changes (alteration) to Existing Commercial Buildings (No change to the footprint of the building)
 - ✓ Repair or enlarge existing tenant space or creating an area for new tenant in a vacant space.
 - ✓ Adding additional floors (With Alterations to existing floors)

RESIDENTIAL PERMITS

Building a new house requires several approvals and permits to ensure homes are built safe, healthy, and accessible for all.

Residential New Construction Permit

- For construction of a single-family residence
 - ✓ Residential one- or two-family Dwelling
 - ✓ Residential Townhome
 - ✓

Residential Addition Permit

- For changes (addition) to a single-family residence that create additional square footage.
 - ✓ Sunroom



Types of Permits & when is a Permit Required?

- ✓ New Heated living space
- ✓ Garage

Residential Alteration Permit

- For changes (alteration) to a single-family residence
 - ✓ Creating additional heated space in basements or attic.
 - ✓ Making alterations to existing heated space. (No change to the footprint of the building)

Building Miscellaneous Permit

For both Commercial and Residential properties (Includes Repairs from fire damage, inclement weather, or creating additional heated space in basement or attic.

- Reroof
- Window replacement
- Replace siding or brick veneer
- Covered Porches/Sunrooms
- Decks
- Retaining Walls
- Gazebos
- Foundation/Structural Repair
- Detached garage without living space
- Carports/Awnings/Canopy
- All accessory structures (Storage buildings – prefab or site built)
- Covered Dumpsters Enclosure
- Gas Station Canopies
- Fuel Gas Pumps and dispensers
- All prefab storage buildings
- Pole Barns/Site built storage buildings
- New construction of Cell Towers
- Co-locating antennas on existing Tower
- Sprinkler system – New install or repair (Fire Suppression)
- Specialty sprinkler systems (ex. Ansul FM200 System)
- Mobile Homes – Residential
- Modular Office – Commercial
- Modular Church – Commercial
- Construction Trailers – Commercial
- Fire Works Stand
- Event Tents/Carnivals
- Foundation Only permits
- Drilling new gas wells
- Commercial Grease Hoods in Restaurants
- Commercial Covered Dumpster enclosure



Types of Permits & when is a Permit Required?

- Above ground flammable and Combustible chemical storage tanks
- Below ground flammable and Combustible chemical storage tanks
- Etc.

Low Voltage Permits

Fill out and submit an Electrical Permit for Low Voltage electrical systems such as telephones, fire and security systems, closed-circuit and cable television, etc.

Only licensed Low Voltage contractors already registered with [ePermitJC](#) can apply for this permit.

All Commercial and Residential Applications will have a separate permit application for the low voltage work included in the scope of their application.

What types of applications will be accepted on ePermitJC Portal?

✓ BUILDING

▪ Building/Trade

- Building Transport Permit
- Demolition Permit
- Electrical Permit
- Gas Permit
- Plumbing Permit

▪ Commercial Permits (Combo)

- Building Miscellaneous (Includes Trades)
- Commercial Addition Permit (Includes Erosion Control and Trades)
- Commercial Alteration Permit (Includes Trades)
- Commercial New Construction Permit (Includes Erosion Control and Trades)

▪ Residential Permits (Combo)

- Building Miscellaneous (Includes Trades)
- Residential Addition Permit (Includes Erosion Control and Trades)
- Residential Alteration Permit (Includes Trades)
- Residential New Construction Permit (Includes Erosion Control and Trades)

✓ Planning

- Beverage Case
- Erosion Control Permit
- Flood Plain Permit
- Rezoning Case
- Signs
- Site Plan
- Subdivision Case
- Subdivision Plat Map
- Variance Case



Types of Permits & when is a Permit Required?

✓ ESD

- Connection/Repair Permit
- Construction Permit
- Grease Control Application
- Pre-Demo Permit (Fixture Count)
- Sewer Impact Permit

What documents may be required with Submission of Combo Building Permit Applications?

■ **Commercial New Permit**

- ✓ Architectural Plan Set (With Application)
- ✓ 2-year Surety Bond
- ✓ BMP Plan

■ **Commercial Addition Permit**

- ✓ Job Valuation Document (With Application)
- ✓ Architectural Plan Set (With Application)
- ✓ Survey
- ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
- ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
- ✓ 2-year Surety Bond (Not required for Commercial Land Disturbance Exclusions)
- ✓ BMP Plan (Not required for Commercial Land Disturbance Exclusions)

■ **Commercial Alteration Permit**

- ✓ Job Valuation Document (With Application)
- ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
- ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")

■ **Residential New Permit**

- ✓ Architectural Plan Set (With Application)
- ✓ Initial Foundation Survey (With Application)
- ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
- ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
- ✓ 2-year Surety Bond (Not required if an Erosion Control Registered Professional is connected, Or Land Disturbance qualifies for a residential Exclusions)
- ✓ BMP Plan (Not required if Land Disturbance qualifies for a residential Exclusions)

■ **Residential Addition Permit**

- ✓ Job Valuation Document (With Application)
- ✓ Architectural Plan Set (With Application)
- ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
- ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")
- ✓ Final Foundation survey (Certain projects, before scheduling "Foundation Survey" inspection)



Types of Permits & when is a Permit Required?

- ✓ 2-year Surety Bond (Not required if an Erosion Control Registered Professional is connected, Or Land Disturbance qualifies for a residential Exclusions)
- ✓ BMP Plan (Not required if Land Disturbance qualifies for a residential Exclusions)
- **Residential Alteration Permit**
 - ✓ Job Valuation Document (With Application)
 - ✓ Health Dept Application (With Application if method of sewage disposal is "On site")
 - ✓ A related Sewer Impact Permit (With Application if method of sewage disposal is = "Public")

What documents are required with Submission of Building/Trade Permit Applications?

- **Electrical Permit**
 - ✓ Job Valuation Document
- **Gas Permit**
 - ✓ Job Valuation Document
 - ✓ Plans (If actual gas demand is "600 CFH" or "Complex Installation")
- **Plumbing Permit**
 - ✓ Job Valuation Document
- **Building Transport Permit**
 - ✓ Bond
- **Demolition Permit**
 - ✓ Bond

What documents are required with Submission of Planning Records?

- **Beverage Case**
 - ✓ ABC Board Application
- **Erosion Control Permit**
 - ✓ Residential Permits and New Mobile Homes: **BMP Plan** (showing type and location of BMPs to be used for the project) and a **2-Year Surety Bond**. *This bond requirement is waived for those with a current QCI or Erosion Control Workshop Certification.*
 - ✓ Residential Exclusions: **Approved Health Department Application**. *Approved application from the Health Department must be a Permission to Use existing system indicating no new installation.*
 - ✓ Commercial Permits: **BMP Plan, 2-Year Surety Bond**
 - ✓ Commercial Exclusions: **BMP Plan**
 - ✓ Government: **BMP Plan, 2-Year Surety Bond**
- **Flood Plain Permit**
 - ✓ Flood Plain Permit
 - ✓ Plot Plan or Survey
- **Rezoning Case**
 - ✓ Plot Plan or Survey
 - ✓ Agent Authorization form (For Applications on behalf of the property owner)



Types of Permits & when is a Permit Required?

- **Signs**
 - ✓ Signage Plan
- **Site Plan**
 - ✓ Adverse Effects Letter
 - ✓ Site Plan
 - ✓ Transportation Analysis
- **Subdivision Case**
 - ✓ Preliminary Plat/Plot Plan
- **Subdivision Plat Map**
 - ✓ Plat Map
- **Variance Case**
 - ✓ Plot Plan
 - ✓ Agent Authorization form (For Applications on behalf of the property owner)

When Do I Need a Building Permit?

A building permit is required for any residential and Commercial structure in unincorporated Jefferson County, including additions, accessory buildings, etc.

The following is a list of common projects that require **or** do not require a building permit.

Generally, you will be required to have a permit to begin construction, such as:

- ✓ Any new construction (new buildings and/or renovations to existing buildings that create a new area)
- ✓ Changing the land use of an existing commercial space
- ✓ Adding a secondary suite to an existing house
- ✓ Renovation projects that include moving interior walls and/or existing plumbing, electrical, or gas lines
- ✓ Structural repairs
- ✓ Drywall repairs to fire separations in multi-unit residential buildings
- ✓ Building or altering a garage, shed, or deck
- ✓ Renovating or tenant improvements for a new or existing commercial space

Many small projects and repairs do not require a permit. These include:

- ✓ Replacing fixtures, cabinets, or flooring
- ✓ Carry out non-structural maintenance and minor repairs to the exterior of your home
- ✓ Painting
- ✓ Unclogging drains
- ✓ Replacing defective fuses, receptacles, or switches

Not sure if you need a permit? When in doubt, please contact the Department of Development Services to determine if you are required to have a permit for your project.



Types of Permits & when is a Permit Required?

Application & Review Fees

Fees can be paid through Online Services or in person by major credit cards, e-checks, and paper checks (only accepted in person).