Jefferson County
Building Permit Process

Plan Submittal and Review

Planning & Zoning
- Application and Plans are submitted to County
- Plans are reviewed to be in compliance with Zoning Resolution
- Zoning review fee is determined and plans are sent to Building Safety

Building Plan Review
- Plans are examined for code compliance
- Requirements for additional documents are outlined
- Price for permit is determined
- Applicant is informed review is completed and can be picked up

Building Permit
- Fees are collected
- Applicant signs document stipulating additional document requirements
- Permit card created

Sub Permits
- Mechanical
- Electrical
- Plumbing

Inspections

Building (Structural)
- Footing
- Concrete Encased Grounding Electrode (UFER)
- Foundation Wall
- Structural Floor
- Wall and Roof Sheathing
- Mid-Roof
- Framing/Masonry
- Drywall Screw/Gypsum Board
- Stucco Lath
- Fire Wall Assemblies
- Final Building

Mechanical
- Rough/Final Mechanical
- Rough/Final Fireplace
- Commercial Vent Hood
- Water Heater
- Radiant Heat Pressure Test
- Gas Pressure Test
- Boiler

Electrical
- Underground Electrical
- Rough Electrical
- CEGE/UFER
- In-Floor Electric Heat
- Solar/PV Systems
- Temp Building Service
- Construction Meter
- Fire Alarm (Comm)

Plumbing
- Underground Plumbing
- Radon Passive System
- Rough Plumbing
- P2904 Sprinkler System
- Gas Pressure Test
- Water Heater
- Final Plumbing

Final Review and Issuance of Certificate of Occupancy (when applicable)