

BUILDING PERMIT PROCESS

Plan Submittal to CO Issuance

Pre-Application Steps

1. Review the following documents to ensure correct application:
 - [Guide to Determine Building Permit Application Jurisdiction, Category, and Type](#)
 - [Building Permit Application Guide – Cityworks Public Portal](#)
 - [Help Document specific to the type of building permit you are submitting](#)
2. Gather all required documents and information
Ensure you have site plans, construction drawings, legal descriptions, and any other necessary attachments.
3. Create and validate your account
Register on the Jefferson County Public Portal and verify your account.
4. Create and submit your application
Complete all required fields and upload supporting documents.

Application Review & Approval Process

5. Initial Application Review
The Building Department will verify that all required documents are included.
6. Invoice Issued for Permit Fees
The Plan Review Fee, GIS Fee and Technology Fee must be paid before further reviews are conducted
7. Departmental Reviews
 - Zoning Review
 - Floodplain Review
 - Plan Review
8. Payment Review
Additional invoices may be issued if the permit is not paid in full.
9. Permit Issuance
Once approved and paid, the official Building Permit will be issued.
10. Post the Building Permit Sign
The permit sign must be visibly posted on the property.

Note: This takes approximately 15 business days on a non-commercial building permit application and approximately 20 business for a commercial building permit application.

Required Inspections (In Order)

- Layout Inspection
- Footing Inspection (must occur before concrete is poured)
- Foundation Inspection (must occur before concrete is poured)
- Sheathing Inspection (building cannot be wrapped)
- All State Rough-In Inspections (electrical, plumbing, HVAC)
- Framing Inspection
- Insulation Inspection
- Drywall Inspection (seams cannot be taped for mudded)
- All State Final Inspections
- Health Department Final (if applicable)
- Final Inspection by Building Department

Note: The above inspections are the basic inspections on a building permit. Your specific building permit may not require all of these or there may be additional inspections which are required.

Final Steps

11. Issuance of Certificate of Occupancy (CO) or Certificate of Completion (CC)
 - If the property is within incorporated city limits, the documentation will be forwarded to the city, and they will issue the CO or CC.

Reminder

- CO is essential for loan closing: Most lenders require a CO to ensure the property is legally habitable and meets safety standards before they can finalize the loan.
- Failed inspections can cause delays: If the final inspection reveals issues that need to be address, the CO cannot be issued until those issues are corrected and a re-inspection is conducted.
- Allowing extra time prevents last-minute problems: By scheduling the final inspection several days before closing, you build in a buffer that allows for any necessary repairs and a potential re-inspection, preventing potential delays to your closing.