



## **Process for a Building Permit Application**

### **All applicants must supply the following information when applying for a Building Permit**

- ❖ **Paid tax receipts printed on the day of application** for all real & personal property owned by the Applicant and/or Property Owner per Resolution 2015-010. These can be obtained on the first floor of the courthouse in the Treasurer's office.
- ❖ **Copy of the Deed** for the property on which you are submitting the Building Permit to show owner of record. This can be obtained on the first floor of the courthouse in the Register of Deed's office.
- ❖ **Affidavit of Authorization:** If the owner of the property is not applying for the permit, a notarized signed copy of the Contractor's affidavit form prior to applying for Building Permit will be required. The form can be obtained in the Planning and Zoning office or online through the Jefferson County website under Planning and Zoning then under Building Permits.
- ❖ **If the owner of the property is a corporation, trust, partnership LLP, or LLC**, submission of Articles of Incorporation or a "like" document that substantiates the applicant's authority to sign on behalf of the property must be submitted at time of application. If not submitted with the application, then the application will be deemed not complete and this office will not accept the application.
- ❖ **Proposed structure's distance from ALL property lines.** Applicant can bring in a site plan or staff will assist in creating a site map with information the applicant provides. **Property owner is responsible for ensuring accuracy of property lines for accurate setback distances.**
- ❖ **Type of Structure:** i.e. – dwelling, shop, barn, commercial
- ❖ **Proposed Use of Structure:** i.e. – storage, livestock shelter, hay storage, RV parking, etc.
- ❖ **Foundation & Frame type of proposed structure**
- ❖ **Estimated cost of proposed structure**
- ❖ **Dimensions of Proposed Structure, along with proposed sq. ft of living area (if applicable)**
- ❖ **Number of Bedrooms/Baths (if applicable)**
- ❖ **\*Proposed sewage system type (if applicable),** which the Health Dept. can help to determine.
- ❖ **\*Proposed location of new driveway (if applicable):** If proposing a new driveway, the Road & Bridge Dept. will work with the applicant on establishing the location of the proposed entrance. They will provide a measurement of the driveway's location and will use that measurement to create a 911 site address.

**\*Once the building permit application is completed in the Planning & Zoning Office, a copy of the application and site map will be provided to the applicant to take to the Health Dept. & the Road & Bridge Dept. for a consultation (if applicable). Additional Fees from those Departments may apply. Once the Wastewater and Entrance Applications are approved and are received from the Health Dept. and Road & Bridge Depts., then the Building Permit will be issued. If you have questions about your wastewater system or your entrance or new driveway, please contact the Health Dept. at 785-403-0025 or Road & Bridge Dept. at 785-403-0279.**

Staff has ten working business days, from the day a complete Building Permit application is submitted, to process the permit. Construction must be completed in one year from the date of issuance. The owner and/or agent shall contact the Planning and Zoning office when the construction is complete and a staff site visit will follow.