

MoDNR Water Quality Certification #401

This certification will be required by of the Corp of Engineers before a COE Section 404 permit is issued. The COE will determine if a DNR 401 permit is needed for your project. For information on the Water Quality Certification, #401, call 573-751-1300.

MoDNR Land Disturbance Permit #402

The Department of Natural Resources also requires a permit when construction activity disturbs land by grubbing, grading, excavating or otherwise destroying or disturbing one acre or more of the root zone and surface area. The 402 permit must be obtained before the site is disturbed.

MoDNR Well Construction License

The well installation contractor you hire is required to have a valid DNR well construction license to drill wells, install pumps, or pumping equipment, or repair wells that will produce water for human consumption, and to plug wells. Please call 573-368-2165 for more information.

Burn Permit for Land Clearing Operations

Developers need a permit to burn vegetation at land clearing operations. Contact the local fire department to alert them of the burn, then contact DNR at 314-416-2960 for your burn permit.



Courtesy of Jefferson County
Created by the Stormwater Division

County of Jefferson

**GUIDELINES FOR
PERMIT
REQUIREMENTS**

*Permit requirements help to assure workmanship
as well as protect the environment,
public safety and welfare.*



Department of Land Use, Development , and Code
Enforcement & the Department of Public Works

725 Maple Street
PO Box 100
Hillsboro MO 63050

Table of Contents

Building Permit	3
Manufactured Homes Permit	4
Floodplain Development Permit	4
Electrical, Plumbing, Sewer Permits	4
Mechanical, Sprinkler Systems, Communication, Burglar & Fire Alarm System Permits	4
Demolition Permit	5
Sign Permit	5
Fire Prevention Building Permit	5
Land Disturbance Permit	5
Driveway Permit	5
Utility Permit	5
Special Road Use Permit	6
Adopt-A-Road Permit	6
Waste Collection, Solid Waste Processing Recycling, Transfer Station License	6
Kennel License	6
Corps of Engineers Section 404 Permit	7
DNR Water Quality Certification Section 401	8
DNR Land Disturbance Permit Section 402	8
DNR Well Construction License	8
Burn Permit for Land Clearing Operations	8

County Offices Referenced in this Guide

Animal Control Division	636-797-5577
Building Division	636-797-5310
Planning & Zoning Division	636-797-5580
Public Works Department	636-797-5341
Solid Waste, Code Enforcement	636-797-5036
Stormwater Management Division	636-797-6228

State Offices Referenced in this Guide:

Department of Natural Resources Section 401	573-751-1300
Department of Natural Resources Section 402	314-416-2960

Federal Offices Referenced in this Guide:

Corps of Engineers Section 404	314-331-8575
--------------------------------	--------------

**Corp of Engineers (COE) Section 404 Permit
(changes made to a waterway or its banks)**

Under Section 404 of the Clean Water Act, you will need a permit from the Corps for any discharge of fill material caused by dredging, construction, dumping, filling, excavation, or other modifications within a “Waters of the United States.” Waters of the U.S. include rivers, creeks, streams, ditches, lakes, ponds, and wetlands. This includes waterways that only flow after storm events, (wet weather streams) and wetlands that only contain water for part of the year. Under these requirements, you may need a permit to work on your own property. If you receive a permit from the Corps, and then change your plans, you must notify the Corps for a determination of whether the permit requires modification.

The COE will also determine if a DNR #401 permit is needed to assure water quality/wildlife protection. (see next page)

COE permits are needed to:

- Channelize, reroute, or pipe a ditch, stream or waterway.
- Excavate and/or place fill into a wetland or other Waters of the U.S. for the purpose of building on, farming, constructing road crossings, utility lines, outfall structures, etc.
- Place fill, rock, or a structure to protect, stabilize, or reclaim eroded bank lines.
- Extend shoreline into the water.
- Deepen a channel, the area around a dock, or other dredging.
- Build levees, dams, dikes, and weirs.
- Conduct drainage improvements.
- Place aerial or submerged utility crossings.
- Install docks, piers, bulkheads, marinas, ramps, or mooring buoys.

Section 10 of the Rivers and Harbors Act requires a permit from the Corps for any structure or work that takes place in, under or over water or wetlands adjacent to “Waters of the U.S.” This includes the Mississippi River and Meramec River.

For permit applications, contact the COE at 314-331-8575.

Special Road Use Permit — Public Works

Anyone wanting to use a county road right-of-way must fill out a permit form. There is no cost, but the applicant is required to provide insurance for the County. Examples of right-of-way usage include sewer construction, or any construction site hauling that interrupts the traffic flow, hanging a banner over a county road or painting a school logo on a county road.

Adopt-A-Road Permit—Public Works

A permit is required to adopt a section of a county road to pick up trash in the Adopt-A-Road Program. An application must be filled out describing which section of county road is of interest. An inspector will visit the site to make sure it is safe before the application is approved. There is no cost. Vests and trash bags are provided.

Waste Collection, Disposal, Storage of Solid Waste, Solid Waste Processing, Recycling, Operation of a Transfer Station — Solid Waste Division

Permits for all the above operations are issued on a yearly basis effective July 1 through June 30 of the following year. At any other time of the year, permit fees are prorated. Haulers are charged \$100 for an annual license and \$10 for each collection vehicle, plus a \$3.00 recording fee. Fees and a copy of a certificate of insurance should be included with the completed application form. After the application is reviewed and approved, the business license (permit) will be issued through the County Clerk's Office.

Kennel License — Animal Control/Planning & Zoning

A kennel permit (license) is required when a kennel operator houses six or more unaltered domestic animals excluding livestock and birds. The kennel operator may apply for a kennel permit from Jefferson County Animal Control. The cost of the license depends on how many animals are housed in the kennel. The yearly license is issued after inspection to make sure the kennel provides adequate facilities. Licensed kennels must conform with the zoning requirements of the Jefferson County Unified Development Order, Article 5 and Article 9.

This guide is provided by Jefferson County's Department of Land Use, Development, and Code Enforcement to help you determine if a permit is needed for your specific building project and/or business venture. **In some cases, more than one type of permit will be needed.** Permit applications can be picked up from the department listed with the description of the permit. Please refer to the County website (jeffcomo.org) for other types of information.

All of the County offices mentioned in this guide are located in the Annex Building at 725 Maple Street with the exception of Animal Control which is located at 7105 Shelter Road in Barnhart.

**Building Permit — Building Division**

A building permit is required to construct, enlarge, alter, repair, move, demolish or change a building or structure.

Exemptions include:

1. One story detached accessory structures, provided the floor area does not exceed 120 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (water pressure).
4. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not over 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work. If your project is in a floodplain, this type of work will require a permit.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Manufactured Homes Permit — Building Division

A mobile home permit is required when installing a new or replacing an existing home on private property or within a mobile home park, including the construction of, or addition to, a foundation, slab, piers or runners to set the home.

**Floodplain Development Permit — Building Division
(work in a floodway or floodway fringe)**

This permit is required for all proposed construction, reconstruction, rehabs, substantial improvement, excavation, fill, or other development, including the placement of a manufactured home, in areas identified as “A” zones on the FEMA Flood Insurance Rate Maps (FIRM).

Electrical, Plumbing, Sewer Permits — Building Department

Permits are required for the installing, repair or altering of electrical, plumbing and sewer systems. A homeowner may obtain a permit to do their own electrical and plumbing work provided they pass an examination given by the Jefferson County Building Division. If the homeowner fails to pass the exam, the electrical and plumbing work must be done by an approved contractor licensed with Jefferson County. A sewer system may be installed by a homeowner under the following condition: the system was designed by an engineer licensed in Jefferson County, and is a conventional type system. Otherwise, an on-site sewer treatment installer who is an approved contractor licensed by Jefferson County will be required to install the system.

Mechanical, Sprinkler Systems, Communication/Burglar & Fire Alarm System Permit — Building Division

Permits are required for the installing, repairing or altering of equipment for mechanical (heating and cooling, exhaust), sprinkler systems, and communication/burglar and fire alarm systems. The sprinkler systems must be installed by an approved contractor licensed as a sprinklerfitter with Jefferson County. The alarm system may be installed by the homeowner if the homeowner passes an examination given by the Jefferson County Building Division. Otherwise, the alarm system must be installed by an approved contractor licensed as a Low Voltage (communications) contractor with Jefferson County.

Demolition Permit — Building Division

Permits are required for the demolition of a structure. All utilities must be disconnected and the disconnection verified before approval is granted to demolish the structure. All debris resulting from the demolition must be properly removed in an approved manner and disposed of as regulated by the DNR.

Sign Permit — Building Division/Planning & Zoning

Permits are required for the erection, construction, posting, painting or relocation of a sign. Signs must conform with the Jefferson County Unified Development Order, Article 13.

Fire Prevention Building Permit

This permit may be needed prior to any type of construction. Contact the Building Division or your local fire district for information about this permit. The Building Division can issue this permit only in certain areas. In some areas, the local fire district issues the permit.

Land Disturbance Permit —**Stormwater Management Division (one acre of land or more)**

Jefferson County requires a land disturbance permit for any land disturbance activity that disturbs the surface of one acre or more land. **NOTE:** Although land disturbance activity of less than one acre does not require a Land Disturbance Permit, it does require adequate erosion/sediment control and pollution control practices. Non compliance may result in fines. See Unified Development Order, Article 10, Section 10.010.A, B, & C.

Driveway Permit — Public Works Department

This permit will be needed if your driveway connects to a county maintained road. You may apply for a Driveway Permit by contacting the Public Works Department at 636-797-5341. A permit may also be required from the State Highway Department if your road or driveway connects to a state highway.

Utility Permit—Public Works

A permit is required to install a utility pipe or wire across or under a county road for utilities. An application and inspection is required before the permit is issued. The cost is \$3 plus a bond.