RESIDENTIAL PERMIT APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- ☐ Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- ☐ County Road _____ New Entrance Required? (☐) Yes (☐) No
- ☐ A driveway permit will be required if the property is located on a road or street that is maintained by the Jefferson County Public Works Department. A permit application is available on our website or visit Public Works, Rm. 104 or call 636-797-5340
- ☐ Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- ☐ Property located in a designated flood hazard area (☐) Yes (☐) No *(If yes, a flood development permit application may need to be submitted for approval)*
- ☐ Completed Building Permit Application with all applicable Contractors (Mechanical, Electrical, Plumbing & Sewer)
  PERMIT WILL NOT BE ISSUED WITHOUT YOUR APPLICABLE CONTRACTORS SIGNATURES.
- ☐ One set of complete Building Plans drawn to a standard scale no less than 1/4"=1'
  - ☐ Floor plan – (*door sizes, window sizes, room identification; all structural elements (including required wall bracing locations, lengths, and methods used) identified.*)
  - ☐ Foundation plan (*top view-base.floor plan w/beam size, column spacing, column footing size*)
  - ☐ Elevations (*front, sides, rear views-include the grade lines*)
  - ☐ Complete wall section (*should identify structural component sizes from roof through footing)*
  - ☐ Electrical plan *(where applicable, illustrate switches, outlets, fixtures, smoke detectors)*
- ☐ One set of Signed and Sealed Engineered Truss Drawings and Specifications
  (Roof Layout key and each truss diagram)
- ☐ One set of Heat Loss Calculations *(Energy efficiency considerations, system size, percent glass etc.)*
- ☐ Soil Test *(Artificial Soils, Compounds & Minerals) Not required HIGHLY RECOMMENDED*
- ☐ Site Plan.
  - *Include location & dimensions of existing structures, distance from lot lines & between structures*
  - *Location & width of any easements and/or right of way*
  - *Location & dimension of the proposed structure; distance from property lines & existing structures*
- ☐ Soil Morphology Reports & Sewer Drawings sealed by registered & licensed on-site sewer designer -or- Existing Sewer System Verification *(If Applicable.)*
- ☐ Recorded copy of the Form 40
- ☐ Completed Operators Permit (where applicable)
- ☐ Septic Maintenance Agreement (provided by On Site Septic Installer where applicable)

Note: ***All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance.***
Other items or detail not designated above may be required.

Call 636-285-7078 (the 911 business office number) for your New Home Address

Soils Testing - Why it is important!

How reactive the soil on your site is will determine how your house will need to be built.
Long before any construction starts on your site (even before house plans are decided on) you will need to have the soil on the site tested by a geotechnical engineer (sometimes called 'Geotech's' or even 'mud doctors'). The main reason for this is to understand how 'reactive' the soil is, and to ensure that there aren't any hidden chemical or physical conditions on the site that might damage your home.

What is soil reactivity?

Soil reactivity refers to how much the soil on the site is likely to move, expand and contract (normally because of changing moisture content). This can be a real issue, especially where concrete slab subfloors are concerned, or if you're planning on building a multi-story house with a bit of weight to it. Reactive soil can easily cause a lot of damage to a house, especially if the house uses the wrong type of concrete slab subfloor.

What are the soil classifications?

Soil reactivity's generally graded in terms of the following classifications:

Site classifications based on soil reactivity	
Class A	**Stable, non-reactive.** Most sand and rock sites. Little or no ground movement likely because of moisture changes.
Class S	**Slightly reactive clay sites**. May experience slight ground movement because of moisture changes.
Class M	**Moderately reactive clay or silt sites**. May experience moderate ground movement because of moisture changes.
Class H1	**Highly reactive clay sites**. May experience a high amount of ground movement because of moisture changes.
Class H2	**Highly reactive clay sites.** May experience *very* high ground movement because of moisture changes.
Class E	**Extremely reactive sites**. May experience extreme amounts of ground movement because of moisture changes.
Class P	**Problem sites**. The ability of the soil to evenly bear a load is very poor. Sites may be classified as 'Class P' as a result of mine subsidence, landslip, collapse activity or coastal erosion (e.g. dunes), or soft soils with a lack of suitable bearing. Ground movement because of moisture changes may be very severe, and these sites are typically subject to abnormal moisture conditions resulting from things like trees, dams and poor site drainage. If you are building on a Class P site you will need to consult a structural engineer.
Classes M-D, H1-D, H2-D and E-D	The 'D' in these classifications refers to 'deep' movements in soil due to deep variances in moisture. These classifications are only found in dry areas (e.g. north of the Great Dividing Range, in places like Stowell, Horsham, Mildura, Bendigo, Shepperton and Wangaratta).