



Jefferson County Code Enforcement  
Building Division  
P.O. Box 100  
Hillsboro, MO 63050  
(636) 797-5310

Email: [BuildingPermits@jeffcomo.org](mailto:BuildingPermits@jeffcomo.org)

The following is required to apply for an On-site Sewer Designer License in Jefferson County:

1. One digital front facial view photograph.
2. The security bond shall be in the amount of twenty-five thousand dollars (\$25,000.00) payable to Jefferson County and issued by an institution authorized to issue such bonds in this State.
3. Certificate of liability insurance with a ten (10) day cancellation clause and a One million dollar (\$1,000,000.00) aggregate limit and two hundred fifty thousand dollars (\$250,000.00) per occurrence limit. The certificate must show Jefferson County as certificate holder.
4. Copy of your State Professional Engineers Certificate.
5. Brief summary of your work experience.
6. Non-refundable processing fee of \$30.00 payable to Jefferson County.
7. Upon Approval, a licensing fee of \$150.00 will be due (Payable to Jefferson County).

**\*\* Jefferson County Resident \*\***

Submit proof of paid Personal Property Tax, Real Estate Tax, Business Property Tax, and Business Real Estate Tax (if applicable).



COUNTY OF JEFFERSON  
ON-SITE SEWER SYSTEM DESIGNER REGISTRATION

Date of Application \_\_\_\_\_

Application Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home City, State, Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

State License Engineer Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Misstatement of any kind of this application may invalidate this application or result in revocation of applicant's license/certificate.**

I, \_\_\_\_\_ hereby swear all facts stated above are true.

Signature \_\_\_\_\_

**Office use only. Do Not write below this line**

Application Date \_\_\_\_\_

Copy of State Professional Engineers Certificate \_\_\_\_\_ Yes \_\_\_\_\_ No

\$25,000 Bond \_\_\_\_\_ Yes \_\_\_\_\_ No

Bond made out to Jefferson County \_\_\_\_\_ Yes \_\_\_\_\_ No

Bond states licensed as On-Site Sewage Designer \_\_\_\_\_ Yes \_\_\_\_\_ No

Bond signed \_\_\_\_\_ Yes \_\_\_\_\_ No

Certificate of Liability Insurance \_\_\_\_\_ Yes \_\_\_\_\_ No

Registration approved date \_\_\_\_\_

