



County of Jefferson, State of Missouri
DEPARTMENT OF COUNTY SERVICES AND CODE ENFORCEMENT DIVISION

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

Required Documents must be uploaded:

- **Completed Building Permit Application** with all applicable active licensed contractor information included (Electrical, Plumbing, Mechanical, On-site/sewer) and the **Premise Number** - this is obtained from Ameren. **To ensure that your permit request is processed in a timely manner, it is extremely important that you fill your application out in its entirety.**
- **New Construction** – include 9-1-1 address verification letter
- **Site Plan (Plot Plan)** that includes location of existing structures, location and width of any easements and/or right of way, location and dimensions of the proposed structure with distances from the new structure to ALL property lines.
- **Complete Building plans** drawn to a standard scale no less than $\frac{1}{4}$ " = 1'- to include:
 - **Floor plan** (door sizes, window sizes, room identification; all structural elements including required wall bracing locations, lengths, and methods used)
 - **Foundation plan** (top view-basement floor plan with 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 footing through roof) if walls are 12ft in height or more or 60ft in length or more - must be engineered stamped.
 - **Electrical plan** (switches, outlets, fixtures, and any service equipment)
- If applicable - approved master building plan.
- **Engineered truss drawings and specification** (must be signed and sealed with a roof layout key and each truss diagram)
- **Heat loss calculations** (Energy efficiency considerations, system size, percent glass, etc.)
- **Sewer Requirements:**
 - **Soil morphology** reports and sewer drawings **sealed/stamped** by registered and MO state licensed on-site septic designer or existing sewer system verification (existing septic is in good working order for reuse) from a MO State licensed septic installer/engineer.
- If applicable - Approved **Subdivision Plat Map** with the 911 address included.
- If applicable - Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- If applicable – Sewer District confirmation letter, that the proposed residence is not going to encroach on any easements or infrastructure
- If property is in a designated flood hazard area, you will need to submit a **Flood Development Permit Application** along with the building application
- County Road new entrance required? 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.

If you have not obtained your new home address, contact (636)285-7102 (911 business office)

If you need a premise# from Ameren, contact (866)992-6619.

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



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 <i>very</i> 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).