



<p><b>DWELLING TYPE (if applicable)</b></p> <p>_____ Site Built Dwelling</p> <p>_____ Modular Home</p> <p>_____ Residential Design Manufactured Home  <small>Initial here if you have read &amp; understand the Factory Built Home Requirements brochure</small></p> <p>_____ Singlewide Manufactured Home – special permitting required</p> <p>_____ Temporary Dwelling – special permitting Required  Type: _____</p>	<p><b>CONSTRUCTION DETAILS:</b></p> <p><b>FOUNDATION TYPE:</b></p> <p>_____ Slab on Grade _____ Walk Out _____ Other</p> <p>_____ Full Basement _____ Crawl Space</p> <p><b>FRAME TYPE:</b></p> <p>_____ Wood _____ Reinforced Concrete _____ Other</p> <p>_____ Pole _____ Structural Steel</p> <p><b>ENTRANCE DETAILS:</b></p> <p><b>DRIVEWAY:</b></p> <p>_____ New* _____ Existing: (Same Use or Conversion)</p> <p><small>*A new Driveway on a County Road requires a Road &amp; Bridge consultation; along a State Highway requires a KDOT consultation</small></p> <p>Additional Notes (if needed) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**DWELLING UNIT INFORMATION:**

\_\_\_\_\_ No. of Bedrooms

\_\_\_\_\_ No. of Bathrooms

\_\_\_\_\_ No. of Half Bathrooms

**IF BUILDING AN ADDITION, WHAT WILL THE ADDITION BE USED FOR?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)**

**By signing this permit application, I certify that:**

\_\_\_\_\_ (initial here) The placement/construction of the above-indicated structure will occur within the required proximity of this property’s wastewater system and adhere to the Jefferson County Sanitary Code. \*We recommend you visit with the Jefferson County Health Dept. regarding your sanitary sewer system prior to construction.

\_\_\_\_\_ (initial here) The use of the structure is as indicated and that any information regarding a change of use of the proposed structure will be brought to the Planning & Zoning Department’s attention.

\_\_\_\_\_ (initial here) I am either the property owner of record or an authorized agent of said owner. (Signed and notarized Affidavit required for contractors or other agents to sign on behalf of the record owner of property.)

\_\_\_\_\_ (initial here) I am attesting that the information I have provided in this application and on the attached site plan is accurate in all respects.

**Signature of Owner/Agent:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Owner/Agent printed name:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

This application and all corresponding documents were received at the office of the Zoning Administrator on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. It has been examined and found to be complete and accompanied by the required documents.

Permit Type: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

# PAGE 3 OF 3 - CERTIFICATE OF OCCUPANCY AGREEMENT

Jefferson County Zoning Regulations, Article 28, §28-109, **Certificate of Occupancy**: No new or existing building or structure shall be occupied or used, and no change in the character or use of land or of a building shall occur, until a certificate of occupancy has been issued by the Zoning Administrator, or appointed representative, certifying that such building or use complies with all requirements of these Regulations and other applicable Jefferson County rules and regulations. **(Gray areas on agreement to be filled out by staff)**

**SITUS ADDRESS OF LOCATION OF STRUCTURE:** \_\_\_\_\_

**PROPOSED USE OF STRUCTURE:** \_\_\_\_\_

**OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)**

**By signing this agreement, I certify that:**

\_\_\_\_\_ **I agree that the Planning & Zoning Office may come onto the above-described property to**  
(initial here) **review the uses as applied for.**

\_\_\_\_\_ **I agree not to occupy or use said structure until the wastewater system (if any) has been**  
(initial here) **approved for use by the Jefferson County Health Department.**

\_\_\_\_\_ **I agree not to occupy or use said structure until the Certificate of Occupancy has been issued**  
(initial here) **by the Jefferson County Planning & Zoning Dept.**

**Signature of Owner/Agent:** \_\_\_\_\_ **Agreement Date:** \_\_\_\_\_

**Owner/Agent printed name:** \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY

This is to certify that these premises, reviewed on the below-referenced date, were found to comply with the Zoning Regulations of Jefferson County. The use of the premises was determined to conform with the use proposed on the Building Permit. Jefferson County assumes no liability for the construction of this structure and has performed no survey. This certificate should be kept with the permanent records for the structure. No change in the type of occupancy or use shall be made in this structure or on these premises that is not consistent with this certificate. You must notify the Jefferson County Planning & Zoning Department in writing of any proposed changes in the use of this structure and/or change in land use. This certificate does not allow occupancy of structures with a wastewater system until said wastewater system has received a final inspection certificate issued by the Jefferson County Health Department. This certificate does not replace the Final Wastewater Inspection Certificate issued by the Jefferson County Health Department.

\_\_\_\_\_  
Post-Construction Review

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Date Issued