

AG Exempt Building Permit Application **– Help Guide**



Information to Gather Before Starting the Application

◆ Property Information

- **Parcel Number**
- **Parcel Size (in acres)**
- **County Zoning Classification**
- **Location Address** (County-assigned)
- **Subdivision Info** (*if applicable*):
 - Name of Subdivision
 - Lot & Block Number
- **Flood Zone Status:**
 - Is the property located in a flood zone?
 - If **Yes**, you will need:
 - ☐ Floodplain Development Permit Application
 - ☐ Elevation Certificate

◆ Structure Information

- **AG Exempt Building Square Footage**
- **Building Dimensions** (length × width, in feet)
- **Height of Structure**

◆ Setbacks & Proximity

- **Setback Distances:**
 - North
 - East
 - West
 - South
- **Distance from Other Buildings on the Property**
- **Canals:**
 - Are there canals on or near the property?

- Name of Irrigation Canal
- Distance from Canal High Water Mark

Required Documents to Upload (PDF Format Only)

 Document Name	Notes
☒ Ag Exempt Affidavit	Notarized; acknowledging understanding of AG exemption policy
☒ Ag Exempt Plans	General drawing with front and side elevations
☒ Site Plan	Include structures, setbacks, easements, north arrow, roads, canals
☒ Warranty Deed	Or lease agreement; evidence of proprietary interest

◆ *Recommended if Applicable:*

- **Access Permit**
(Required if access is needed from a county road or state highway)
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General Requirements

-  **All required fields** will be marked by:
 - Red asterisks
 - Red underlined text
 - Red annotation text behind document labels
 - **i “i” icons provide Help Screens** for specific fields
 -  **All uploaded documents must be in PDF format**
 -  If in a **floodplain**, both a **Floodplain Development Permit** and an **Elevation Certificate** are required
 -  **Site Plan** must include:
 - All property lines
 - Setback distances
 - Easements
 - North arrow
 - Location and dimensions of all structures (existing & proposed)
 - Driveway location
 - Nearby canals/rivers/roads
 - Parcel size
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Timelines & Submissions

- **Permit Application Complete:** Time to notify if application is complete 10 business days
 - **Plan Review Time:** Minimum **15 business days**
 - **Inspection Scheduling Request(s):** Minimum **24 hours' notice**
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- **Submission**

- Submit your application via the:
[Jefferson County Planning, Zoning & Building Permit & Application Portal](#)

-  **Portal Usage Tip:**
[Building Permit & Application Portal Guidance](#)