

Planning and Zoning Applications

1. Go to cityofjeff.net/applications/
2. Click on "online permitting site"
3. Top right corner click on "signup"
4. Register as a new user (make sure to write down user name and password and keep for any future applications you may need to fill out)
5. Go into your email and click on "verify account" once you have registered
6. Go back onto online permitting site and click "login" and enter your user name and password
7. Go to the application you are needing to fill out
8. Click "Start Application"
9. Parcel search (use parcel # or property address) then click search
10. All * are required

P/Z Applications:

- Certificate of Zoning (any new business opening in Jeff or moving to new location in Jeff)
- Sign Permit (new signage or replacing old signage)
- Residential Building Permit (shed, decks, pools, driveways/slabs/patio/curb cut, accessory structure, addition, detached garage, new construction or other)
- Commercial Building Permit (for commercial properties only- shed, decks, pools, driveways/slabs/patio/curb cut, accessory structure, addition, detached garage, new construction, telecommunication structure or other)
- Tent Permits (Thunder, Fireworks and other)
- Fence Permits (new fencing or replacing old fence)

PZ/ Applications for Plan Commission and Board of Zoning Appeals:

- Administrative Appeal
- Development Plan
- Development Standard Variance
- Minor Plat
- Primary Plat
- Secondary Plat
- Rezoning
- Special Exceptions
- Use Variance

If you have any questions with the Planning and Zoning applications, please contact our office 812-285-6413.