

TO APPLY FOR A COMMERCIAL PERMIT

A commercial permit may be requested only after approval of the Shoreline Committee and District Board. That information and procedures are included on the attached sheet. The builder/contractor must furnish the items listed below. Please allow 10-14 full working days for the permit process.

A Builder/contractor shall be licensed with the State of Mississippi when required by state law. (A copy of this license will be required.)

1. Builder/contractor shall submit two (2) sets of plans. Plans are to include the following :(The plans, *for commercial addition or new construction*, must be stamped and signed.)

- A. Plot plan showing setbacks, utilities, easements (existing and proposed) sidewalk detail
- B. Drainage, adjacent grade, finished floor elevation, base flood elevation, (A flood plan certificate will be required, if in a flood zone, prior to final inspection).
- C. Erosion/siltation control measures (***Failure to maintain this may result in a stop work order issued on the project***). (***If not included, permit will not be issued***).
- D. Foundation plan and details, signed by engineer;
- E. Floor plan with door and window schedule;
- F. Front, rear, left, and right architectural elevations;
- G. Framing detail and cross section of structure;
- H. Rafter and joist span table,
- I. Electrical floor plan and electrical schedule;
- J. H.V. A .C. layout, along with heat/loss gain survey;
- K. Signage, to include placement, scale drawing, colors, and lighting
- L. Landscape plan;
- M. Tree preservation plan if applicable

2. Subcontractors (electrical, plumbing, brick/block masons, H V A C, and other subs) must be licensed in Mississippi and shall furnish the District a valid copy of their Master License.

(They will be required to obtain their own permits for work preformed, as required by State law.)

3. Cost of construction (excluding lot) shall be included on the permit application, along with physical address of the building site.

4. Payment of fees and charges will be due at the time the permit is issued.

NOTE: Other items may be required after initial review of the plans.

A permit is required before beginning a renovation, addition, or new construction. Please contact the Building Permit Department for additional information or questions.

IF YOU HAVE ANY QUESTIONS ABOUT THE PERMIT PROCESS
PLEASE CONTACT RICKY CALLAWAY OR STEVE CLARK AT 856-6574