

**CITY OF TUPELO CONSTRUCTION PERMIT APPLICATION**

Department of Development Services  
 PO Box 1485, Tupelo, MS 38802-1485  
 Phone (662) 841-6510 FAX (662) 841-6550  
 E-mail address: [gladys.ruff@tupeloms.gov](mailto:gladys.ruff@tupeloms.gov)



PROJECT STREET ADDRESS	SUBDIVISION / LOT NUMBER	TAX PARCEL NUMBER
OWNER'S NAME	ADDRESS	BUSINESS PHONE
GENERAL CONTRACTOR	ADDRESS	BUSINESS PHONE
ELECTRICAL CONTRACTOR	PLUMBING / GAS CONTRACTOR	MECHANICAL CONTRACTOR
	FIRE PROTECTION CONTRACTOR	

<b>PROJECT DESCRIPTION:</b> NEW, ADDITION OR ALTERATION	RESIDENTIAL: _____	<b>PROJECT SIZE:</b> RESIDENTIAL (HEATED): _____ OPEN PORCHES / GARAGES: _____ COMMERCIAL – SALES: _____ OFFICE: _____ WAREHOUSE / STORAGE: _____
	COMMERCIAL: _____	
	INDUSTRIAL: _____	
	WRITE A DESCRIPTION OF WHAT YOU ARE DOING: _____	

**FLOOD ZONE REQUIREMENTS:**  
 Is this property located in the 100-year flood plain? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**A FLOOD ELEVATION CERTIFICATE THAT CERTIFIES THE ELEVATION OF THE LOWEST FLOOR WILL BE REQUIRED BEFORE OCCUPATION OF ADDITIONS AND NEW CONSTRUCTION PROJECTS.**

The City Of Tupelo Development Code requires that the lowest floor elevation be one foot above the base flood elevation.

**What is the Base Flood Elevation? \_\_\_\_\_ Map Number: \_\_\_\_\_**

**The following information is required to determine the fee for the construction permit.**

**BUILDING VALUATION** (Cost of all building construction): \$ \_\_\_\_\_

**ELECTRICAL:** Total Number of Junction Boxes: \_\_\_\_\_

220 Volt Circuits and other Special Circuits: \_\_\_\_\_

Motors: < 11 hp \_\_\_\_\_ 11-20 hp \_\_\_\_\_ 20-50 hp \_\_\_\_\_ > 50 hp \_\_\_\_\_

Is a new electric meter required? \_\_\_\_\_ What size? \_\_\_\_\_

**PLUMBING:** Number of Commercial Traps: \_\_\_\_\_  
 Number of Residential Plumbing Clusters (Bathrooms, Laundry rooms, Kitchen): \_\_\_\_\_

**GAS:** Number of openings (Water heaters, Stoves, H/A units, Gas Logs, Dryers): \_\_\_\_\_

**MECHANICAL:** **SEWER:** \_\_\_\_\_  
 (value of h/a system, venting systems or boilers) \_\_\_\_\_

**Fire Protection System:**

Value of System Installation,  
Repair or Alteration: \_\_\_\_\_

**MISCELLANEOUS PERMITS:**

**MOVING:**

(additional permit application required)                     \$40.00                     **DEMOLITION:**                     NO CHARGE                    

**TANK / PUMP INSTALLATION:**  
(\$20 Per Tank / Pump)

Number of Tanks: \_\_\_\_\_ Number of Pumps: \_\_\_\_\_

**FILL / SITE WORK:**                     \$25.00                    

**CERTIFICATION**

I hereby certify that I have read and examined the application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or City of Tupelo law regulating construction or the performance of construction nor does it nullify any private covenants, deed restrictions, or other restrictions running with the title to the property upon which construction is allowed. A permit under which no work is commenced within six (6) months after issuance shall expire by limitation and a new permit shall be obtained before any work is started. All excess waste building material shall be removed from the building site at the expense of the owner or owner's agent. No existing easements shall be infringed upon.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**A site plan is required for all new and expansion construction projects.**

A **SITE PLAN** is a plan depicting the proposed development of a property, in terms of the location, scale, and configuration of buildings and other features.

