



## COMMERCIAL PLAN REVIEW CHECKLIST

This checklist must accompany permit application for Commercial new construction, additions, and renovations.

**ALL INFORMATION MUST BE COMPLETED FOR PLANS TO BE ACCEPTED**

Project Name:	
Project Address:	Parcel Number:
Owner/Agent:	Phone:
Date Submitted:	E-mail:
Design professional or other to be contacted about information on this form and other project details:	Name:
	Phone:
	E-mail:

### GENERAL REQUIREMENTS

<input type="checkbox"/>	All drawings shall be sealed, signed, and dated by a certified design professional (licensed architect or engineer for projects over 5,000 sq. ft as required by state law). <i>Exception</i> : Sealed plans are not required when proposed work involves only remodeling or alteration of an existing building or structure, and the proposed work does not change the building's structure or means of ingress/egress.
<input type="checkbox"/>	Two (2) sets of drawings are included in this application package (mandatory).
<input type="checkbox"/>	All drawings must be submitted in digital format (ex. Dwg/pdf) to City of Tupelo - [redacted] 8@ [redacted] @tupeloms.gov
<input type="checkbox"/>	All items on this checklist may not be included in some alteration or renovation projects, [redacted] to ensure that any and all necessary items are included. If any item is <b>not necessary</b> , please check N/A.

### GENERAL INFORMATION

The City of Tupelo Development Code can be viewed at [www.tupeloms.gov/development/development-code](http://www.tupeloms.gov/development/development-code).

Building Code:	K [redacted] 7	662-841-6510	[redacted] @tupeloms.gov
Fire Code:	Jason Cross	662-841-6439	jason.cross@tupeloms.gov
Zoning Districts:	Pat Falkner	662-841-6520	pat.falkner@tupeloms.gov

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- YES       N/A      a. Site plans shall be prepared to scale (not less than 1" = 20'), with legend, north arrow, and **separate** vicinity (site location) map.
- YES       N/A      b. Show the correct street address, parcel number and required municipal zoning (if there is local zoning ordinance) on the site plans.
- YES       N/A      c. Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans. Show ROW width, curb detail and pavement width.
- YES       N/A      d. Identify adjacent land uses and zoning.
- YES       N/A      e. Show all easements, flood ways, and required buffers.
- YES       N/A      f. Show all required parking and loading spaces on site plan. Provide calculations for area of project, parking area of required open space and total vehicle use area.
- YES       N/A      g. Show accessible curb cuts, ramps and access ways to the building.
- YES       N/A      h. Show all existing and proposed driveway entrances.
- YES       N/A      i. Show existing and proposed utilities to serve the site.
- YES       N/A      j. Show required lighting on site plan.
- YES       N/A      k. Show existing and proposed finished grades.
- YES       N/A      l. Show site elevations at 2' increments and all site drainage and detention areas.
- YES       N/A      m. Show all buffer and screening landscaping.
- YES       N/A      n. Provide a landscaping plan either on the site plan. Include a plant legend. A tree survey must accompany site plan at time of submission. Provide calculations for sq. footage of landscape areas.
- YES       N/A      o. Show details, sections, and elevations needed for construction.
- YES       N/A      p. Show proposed signage.

**In Office Use:**

Plan/App. Submitted By: <input type="checkbox"/> Walk-In <input type="checkbox"/> Mail <input type="checkbox"/> Delivery <input type="checkbox"/> E-mail	
Received By:	
Date Received:	Date Permit Issued:
Date Review Completed:	Permit #: