



# 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

- 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). *Exception* : 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 change of occupancy.
- Two (2) sets of drawings are included in this application package (mandatory).
- All drawings must be submitted in **digital PDF format** and all **site plans** relating to placement of project on the property must be submitted in **CAD format** (DWG, DXF) to City of Tupelo Engineering & GIS: [renee.newton@tupeloms.gov](mailto:renee.newton@tupeloms.gov)
- All items on this checklist may not be included in some alteration or renovation projects, **all items must be checked** to ensure that any and all necessary items are included. If any item is not necessary, please check N/A.

### GENERAL INFORMATION

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

*For Department/Division specific questions, please refer to the email and phone numbers below*

Building Code:	Jimmy Farnham	662-841-6510	<a href="mailto:jimmy.farnham@tupeloms.gov">jimmy.farnham@tupeloms.gov</a>
Fire Code:	Jason Cross	662-841-6439	<a href="mailto:jason.cross@tupeloms.gov">jason.cross@tupeloms.gov</a>
Zoning Districts:	Marilyn Vail	662-841-6520	<a href="mailto:marilyn.vail@tupeloms.gov">marilyn.vail@tupeloms.gov</a>
Flood/Detention:	John Crawley	662-840-2078	<a href="mailto:john.crawley@tupeloms.gov">john.crawley@tupeloms.gov</a>
Digital Submission:	Renee Newton	662-840-2078	<a href="mailto:renee.newton@tupeloms.gov">renee.newton@tupeloms.gov</a>
Environmental:	Sherrie Cochran	662-841-6510	<a href="mailto:sherrie.cochran@tupeloms.gov">sherrie.cochran@tupeloms.gov</a>
Water/Sewer	David Cole	662-841-6566	<a href="mailto:david.cole@tupeloms.gov">david.cole@tupeloms.gov</a>
Tupelo Power:	Al Jones	662-841-6464	<a href="mailto:al.jones@tupeloms.gov">al.jones@tupeloms.gov</a>
Tombigbee Power:	Toby Mask	662-842-7635	<a href="mailto:tmask@tombigbeelectric.com">tmask@tombigbeelectric.com</a>



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**ALL BOXES MUST BE CHECKED. CHECK YES IF INCLUDED WITH SUBMITTAL OR N/A IF NOT APPLICABLE**

YES		N/A
<input type="checkbox"/>	a. Architects Code Analysis, Construction Type, Occupant Load, Single or Mixed Use, Sprinkled or Non-Sprinkled	<input type="checkbox"/>
<input type="checkbox"/>	b. Site plans shall be prepared to scale (not less than 1" = 20'), with legend, north arrow, and <b>separate</b> vicinity (site location) map.	<input type="checkbox"/>
<input type="checkbox"/>	c. Show the correct street address, parcel number and required municipal zoning (if there is local zoning ordinance) on the site plans.	<input type="checkbox"/>
<input type="checkbox"/>	d. 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.	<input type="checkbox"/>
<input type="checkbox"/>	e. Identify adjacent land uses and zoning.	<input type="checkbox"/>
<input type="checkbox"/>	f. Show all easements, flood ways, and required buffers. If project is in a Floodzone A; AE or Floodway, please provide a Flood Elevation Certificate based on Construction Drawings	<input type="checkbox"/>
<input type="checkbox"/>	g. Show all required parking and loading spaces on site plan. Provide <b>calculations for area of project</b> , parking area of required open space and total vehicle use area.	<input type="checkbox"/>
<input type="checkbox"/>	h. Show required parking lot lighting, height of pole, fixture type & photo metric level on site plan.	<input type="checkbox"/>
<input type="checkbox"/>	i. Show accessible curb cuts, ramps and access ways to the building.	<input type="checkbox"/>
<input type="checkbox"/>	j. Show all existing and proposed driveway entrances including curb turning radius for firetruck access roads.	<input type="checkbox"/>
<input type="checkbox"/>	k. Show existing and proposed utilities to serve the site.	<input type="checkbox"/>
<input type="checkbox"/>	l. Show existing and proposed finished grades.	<input type="checkbox"/>
<input type="checkbox"/>	m. Show site elevations at 2' increments and all site drainage and detention areas.	<input type="checkbox"/>
<input type="checkbox"/>	n. Show all buffer and screening landscaping.	<input type="checkbox"/>
<input type="checkbox"/>	o. Provide a landscaping plan either by a Landscape Architect or equally qualified state licensed individual, Include a plant legend. A tree survey must accompany site plan at time of submission. Provide calculations for sq. footage of landscape areas.	<input type="checkbox"/>
<input type="checkbox"/>	p. Show details, sections, and elevations needed for construction.	<input type="checkbox"/>
<input type="checkbox"/>	q. Show proposed signage.	<input type="checkbox"/>
<input type="checkbox"/>	r. Copy of deed to the property if purchased within the past year	<input type="checkbox"/>
<input type="checkbox"/>	s. Fire Protection shop drawings <input type="checkbox"/> Deferred <input type="checkbox"/> Included	<input type="checkbox"/>

**May require additional documents based on Reviewers Finding.**

**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:		
Project Name:				