

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 or tonja.richardson@tupeloms.gov



PROJECT STREET ADDRESS	TAX PARCEL NUMBER	APPLICATION # (Office Use Only)
OWNER'S NAME	E-MAIL ADDRESS	PHONE
GENERAL CONTRACTOR	E-MAIL ADDRESS	PHONE
ELECTRICAL CONTRACTOR	PLUMBING / GAS CONTRACTOR	MECHANICAL CONTRACTOR
FIRE PROTECTION CONTRACTOR		

PROJECT:	TYPE:	Square Footage:
RESIDENTIAL: _____	NEW _____	_____
COMMERCIAL: _____	RENOVATION _____	
	ADDITION _____	

WRITE A DESCRIPTION OF WHAT YOU ARE DOING:

FLOOD ZONE REQUIREMENTS:

Is this property located in the 100-year flood plain? Yes: _____ No: _____

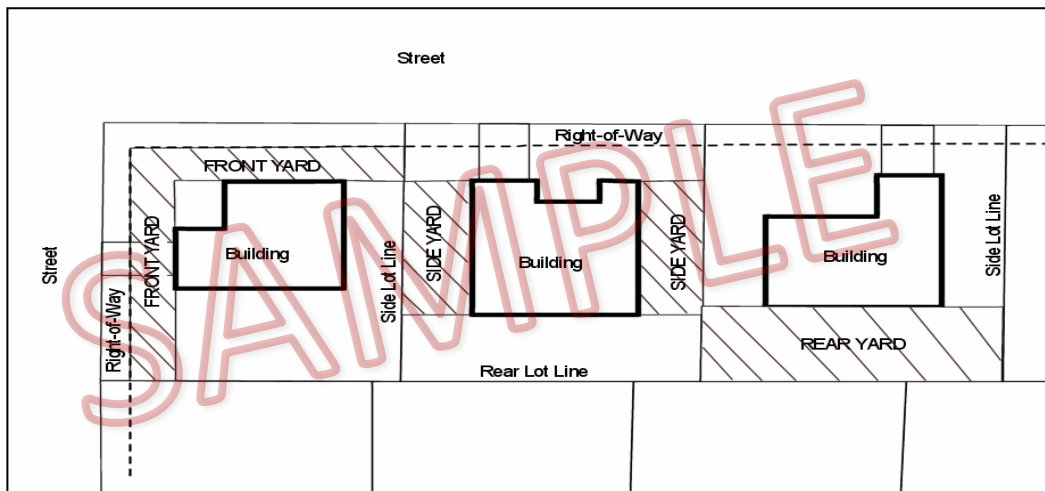
A FLOOD ELEVATION CERTIFICATE THAT CERTIFIES THE ELEVATION OF THE LOWEST FLOOR WILL BE REQUIRED **BEFORE FOUNDATION INSPECTIONS AND FINAL INSPECTIONS** OF ADDITIONS AND NEW CONSTRUCTION PROJECTS.

The City Of Tupelo Development Code requires that the lowest floor elevation be **TWO FEET** above the base flood elevation on new or substantial improvement construction in the Special Flood Hazard Area.

What is the Base Flood Elevation? _____ Map Number: _____

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



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)

SEWER: _____

MECHANICAL: Value of HVAC systems or boilers: _____

FIRE PROTECTION: Value of System Installation, Repair or Alteration: _____

MISCELLANEOUS: MOVING: (\$100; additional permit application required) _____

DEMOLITION: (No Charge) _____

TANK / PUMP INSTALLATION: Number of Tanks: _____
(\$20 Per Tank / Pump) Number of Pumps: _____

FILL / SITE WORK: (\$25 if required) _____

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.

SIGNATURE: _____

DATE: _____

If you have any questions about any part of this permit please contact the appropriate person below:

General Construcion/Code Questions
Floodplain
Fire Protection

penny.jolly@tupeloms.gov
lesley.rakestraw@tupeloms.gov
jason.cross@tupeloms.gov