

**CITY OF TUPELO » COMMERCIAL CONSTRUCTION APPLICATION**

Department of Development Services  
 PO Box 1485, Tupelo, MS 38802-1485  
 Phone (662) 841-6510 Fax (662) 841-6825  
 E-Mail Address: [gladys.ruff@tupeloms.gov](mailto:gladys.ruff@tupeloms.gov) or [tonja.richardson@tupeloms.gov](mailto:tonja.richardson@tupeloms.gov)

Application # (Office Use Only)



**Description of Work:** ADDITIONAL SPACE ON PAGE 4 IF NEEDED

**Project Location:**

**Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

TYPE OF CONSTRUCTION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Owner <input type="radio"/> Contractor <input type="radio"/>	\$
	NEW	RENOVATION	ADDITION	Who is making application	

Deed Included  Not Applicable

Copy of property deed required if purchased in last 12 months      Zoning Classification      Square Footage

ARCHITECT	Phone Number	E-Mail Address
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ENGINEER	Phone Number	E-Mail Address
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LANDSCAPE PROFESSIONAL	Phone Number	E-Mail Address
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GENERAL CONTRACTOR (LICENSE HOLDER)	Phone Number	E-Mail Address	CID #
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ELECTRICAL CONTRACTOR	Phone Number	E-Mail Address	CID #
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PLUMBING / GAS CONTRACTOR	Phone Number	E-Mail Address	CID #
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MECHANICAL CONTRACTOR	Phone Number	E-Mail Address	CID #
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AUTOMATIC SPRINKLER CONTRACTOR	Phone Number	E-Mail Address	CID #
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FIRE ALARM CONTRACTOR	Phone Number	E-Mail Address	CID #
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FIRE SUPPRESSION CONTRACTOR	Phone Number	E-Mail Address	CID #
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**All construction elements are to be constructed in compliance with all currently adopted codes. As of September 18, 2018 the City of Tupelo is under the following codes:**

- City of Tupelo Development Code**
- 2018 International Code Series (ICC)**
- 2010 ICC/ANSI 117.1 Accessibility Code**
- 2011 National Electrical Code**

PARCEL #:

PROJECT LOCATION:

PROJECT NAME:

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

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

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

Motors: 5-10 hp \_\_\_\_\_ 10-20 hp \_\_\_\_\_ 20-50 hp \_\_\_\_\_ > 50 hp \_\_\_\_\_

		Is a new electric meter required? _____	What size? _____
TWL	TOMBIGBEE	<b>This section on to be filled out if Tupelo Water &amp; Light Electrical Customer Only</b>	

**GAS:** Number of openings: *(Water heaters, Stoves, HVAC units, Dryers etc.)* \_\_\_\_\_

**MECHANICAL:** Tonnage of HVAC systems or boilers: \_\_\_\_\_

**PLUMBING:** Number of Commercial Traps: \_\_\_\_\_

**SEWER:** (\$15 if required) \_\_\_\_\_

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

	Tank(s)	Pump(s)

**FIRE PROTECTION COST:**

AUTOMATIC SPRINKLER	FIRE SUPPRESSION	FIRE ALARM

**FLOOD ZONE REQUIREMENTS:** Is this property located in the 100-year flood plain?       YES             NO             VERIFIED BY STAFF      

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, substantial improvement or substantial damage construction in the Special Flood Hazard Area (SFHA).

**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 change of occupancy. |
| <input type="checkbox"/> | <b>Two (2) sets</b> of drawings are included in this application package ( <b>mandatory</b> ).  |
| <input type="checkbox"/> | All plans must be submitted in <b>digital PDF format</b> . All <b>NEW Buildings OR ADDITIONS to existing buildings</b> must have site plans with building placement submitted in <b>CAD format</b> (DWG, DXF) to <a href="mailto:penny.jolly@tupeloms.gov">penny.jolly@tupeloms.gov</a>   |
| <input type="checkbox"/> | All items on this checklist may not be included in some alteration or renovation projects, <b><i>all items must be checked</i></b> 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/links-to-development-code/](http://www.tupeloms.gov/links-to-development-code/)  
*For Department/Division specific questions, please refer to the email addresses below*

Building Code:	Jimmy Farnham	jimmy.farnham@tupeloms.gov
Fire Code:	Jason Cross	jason.cross@tupeloms.gov
Zoning Districts:	Russ Wilson	russ.wilson@tupeloms.gov
Flood/Detention:	Dennis Bonds	dennis.bonds@tupeloms.gov
Plan Submission:	Penny Jolly	penny.jolly@tupeloms.gov
Water/Sewer	David Cole	david.cole@tupeloms.gov
Tupelo Power:	Al Jones	al.jones@tupeloms.gov
Tombigbee Power:	Toby Mask	tmask@tombigbeelectric.com

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

YES		ALL DEPARTMENTS	N/A
<input type="checkbox"/>	<b>A</b>	Architects Code Analysis, Construction Type, Occupant Load, Single or Mixed Use, Sprinkled or Non-Sprinkled. New construction projects <b>over 5,000 SF</b> must provide design professional stamped plans to include architectural, structural, mechanical, electrical, and plumbing plans. New construction projects <b>under 5,000 SF</b> do not require design professional stamped plans, but must include architectural, structural, mechanical, electrical and plumbing plans.	<b>MANDATORY</b>
<b>ALL DEPARTMENTS</b>			
<input type="checkbox"/>	<b>B</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. CAD drawing required of site plan for new construction, additions, and property line changes.	<input type="checkbox"/>
<b>ALL DEPARTMENTS</b>			
<input type="checkbox"/>	<b>C</b>	Show the correct street address, parcel number and City of Tupelo zoning on the site plans. Applicant to provide new address, new parcel number, and property line changes when needed. Copy of deed required if purchased within last 12 months. <b>If project crosses multiple parcel lines, they must be merged into one parcel.</b>	<b>MANDATORY</b>
<b>ALL DEPARTMENTS</b>			
<input type="checkbox"/>	<b>D</b>	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. <b>If project crosses multiple parcel lines, they must be merged into one parcel.</b>	<input type="checkbox"/>
<b>ENGINEERING</b>			
<input type="checkbox"/>	<b>E</b>	Show all easements, flood ways, and required buffers. If project is in a Floodzone A; AE or Floodway, Flood Elevation Certificates based on Construction Drawings and Finished Construction are required.	<input type="checkbox"/>
<b>ENGINEERING</b>			
<input type="checkbox"/>	<b>F</b>	Show existing and proposed finished grades. Show site elevations at 2' increments and all site drainage and detention areas.	<input type="checkbox"/>
<b>FIRE DEPARTMENT</b>			
<input type="checkbox"/>	<b>G</b>	Fire Protection shop drawings (Automatic Sprinkler Systems, Fire Alarms, Kitchen Suppression Systems)	<b>MANDATORY</b>
<b>ZONING, ENGINEERING, FIRE DEPARTMENT</b>			
<input type="checkbox"/>	<b>H</b>	Show all required parking and loading spaces on site plan. Provide <b>calculations for area of project</b> , parking areas, required open space, and total vehicle use area. Show accessible curb cuts, ramps and access ways to the building, all existing and proposed driveway entrances including curb turning radius for firetruck access roads.	<input type="checkbox"/>
<b>ZONING</b>			
<input type="checkbox"/>	<b>I</b>	Show required parking lot lighting, height of pole, fixture type & <b>photometric</b> site plan.	<input type="checkbox"/>
<b>ZONING</b>			
<input type="checkbox"/>	<b>J</b>	Show proposed signage with building dimensions.	<input type="checkbox"/>
<b>ZONING</b>			
<input type="checkbox"/>	<b>K</b>	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 square footage of landscape areas.	<input type="checkbox"/>
<b>ZONING, WATER &amp; LIGHT</b>			
<input type="checkbox"/>	<b>L</b>	Show existing and proposed utilities to serve the site., including overhead lines.	<input type="checkbox"/>

**OTHER DOCUMENTS AS WELL AS A PRE-CONSTRUCTION MEETING WITH ALL SUBS MAY BE REQUIRED**

**GENERAL NOTES THAT WILL APPLY TO ALL COMMERCIAL CONSTRUCTION PROJECTS**

Initial that you have read and understand the following provisions.

INITIAL

PER STATE OF MISSISSIPPI, ALL SUB-CONTRACTORS THAT CONTRACT FOR COMMERCIAL WORK OVER \$50,000 SHALL BE LICENSED WITH THE STATE.

ALL CONTRACTORS AND SUB-CONTRACTORS WORKING IN THE CITY OF TUPELO SHALL HAVE A PRIVILEGE LICENSE WITH THE CITY OF TUPELO.

ALL GENERAL CONTRACTORS AND SUB CONTRACTORS MUST BE STATE OF MISSISSIPPI LICENSED AND HAVE A CITY OF TUPELO BUSINESS LICENSE.

A 24-HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS. PLEASE CALL 662-841-6510 TO SCHEDULE APPOINTMENTS FOR INSPECTIONS

**THE FOLLOWING SPACE IS PROVIDED FOR ADDITIONAL DESCRIPTION OF WORK & COMMENTS**

Multiple horizontal lines for providing additional description of work and comments.

**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 of Mississippi 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. A permit which is not purchased within **six (6) months** of approval will be considered withdrawn and the plan review process shall restart from the beginning. 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.

PRINTED NAME

SIGNATURE

DATE: