

CITY OF TUPELO » RESIDENTIAL 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

Application # (Office Use Only)

tonja.richardson@tupeloms.gov



SFHA: _____

PARCEL #: _____

PROJECT ADDRESS: _____

APPLICATION #: _____

PROJECT DESCRIPTION	(Type of residential structure: single family, duplex, outbuilding, swimming pool, etc.)	Square Footage
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TYPE OF CONSTRUCTION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	LOCATION (Address, Subdivision & Lot, or Parcel #)
	NEW	RENOVATION	ADDITION	

Owner <input type="radio"/> General Contractor <input type="radio"/>	Deed Included <input type="radio"/> Not Applicable <input type="radio"/>	\$
Who is making application	Copy of property deed required if purchased in last 12 months	Estimated Cost

Owner Name	Phone Number	E-Mail Address
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General Contractor Name (License Holder)	Phone Number	E-Mail Address	CID #
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ELECTRICAL CONTRACTOR	CID #	PLUMBING / GAS CONTRACTOR	CID #
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MECHANICAL CONTRACTOR	CID #	FIRE PROTECTION CONTRACTOR	CID #
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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? _____

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

MECHANICAL: Tonnage of HVAC systems or boilers: _____

PLUMBING: Number of Residential Plumbing Clusters: _____
 (Bathrooms, Laundry rooms, Kitchen)

SEWER: (\$15 if required) _____

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

Land Development (No Charge, Required for fill, excavation, etc.) _____

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

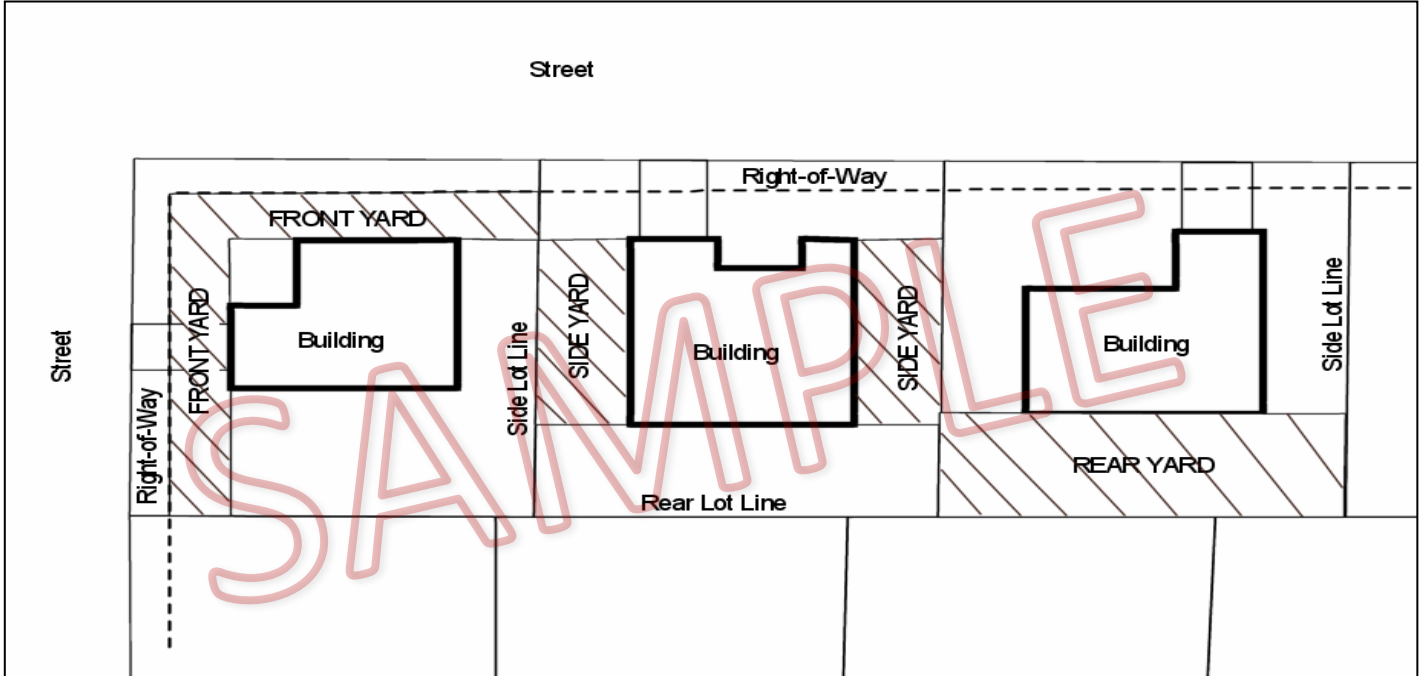
A FLOOD ELEVATION CERTIFICATE THAT CERTIFIES THE ELEVATION OF THE LOWEST FLOOR WILL BE REQUIRED **BEFORE FOUNDATION INSPECTIONS AND FINAL INSPECTIONS** OF ADDITIONS AND NEW CONSTRUCTION PROJECTS.

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

What is the Base Flood Elevation? _____ MAP # _____ LOMC #: _____

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. A **SAMPLE** is provided below for reference.



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

- | | |
|-------------------------------------|--|
| General Construction/Code Questions | penny.jolly@tupeloms.gov |
| Floodplain | dennis.bonds@tupeloms.gov |
| Zoning | Russ.Wilson@tupeloms.gov |

OFFICE USE ONLY

Development Services Division Review

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Once your division has reviewed the **APPLICATION**, please place your initials and date below. Check the appropriate box for note/comments.

BUILDING:	Initials	Date	Initials	Date	Notes:	MUNIS	File	N/A
ENGINEERING:	Initials	Date	Initials	Date	Notes:	MUNIS	File	N/A
PLANNING:	Initials	Date	Initials	Date	Notes:	MUNIS	File	N/A