

CITY OF TUPELO » MISCELLANEOUS PERMIT 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) [tonja.richardson@tupeloms.gov](mailto:tonja.richardson@tupeloms.gov)



Application # (Office Use Only)

PARCEL #:

TYPE OF PERMIT APPLICATION	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> GAS	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> TANK INSTALL	<input type="checkbox"/> FENCE/WALL	<input type="checkbox"/> DEMOLITION
----------------------------	-------------------------------------	------------------------------	-------------------------------------	-----------------------------------	---------------------------------------	-------------------------------------	-------------------------------------

TYPE OF CONSTRUCTION	<input type="checkbox"/> NEW	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> ADDITION	LOCATION (Address, Subdivision & Lot, or Parcel #)
----------------------	------------------------------	-------------------------------------	-----------------------------------	--

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

Owner Name	Phone Number	E-Mail Address
------------	--------------	----------------

ELECTRICAL CONTRACTOR	Phone Number	E-Mail Address	CID #
-----------------------	--------------	----------------	-------

PLUMBING / GAS CONTRACTOR	Phone Number	E-Mail Address	CID #
---------------------------	--------------	----------------	-------

MECHANICAL CONTRACTOR	Phone Number	E-Mail Address	CID #
-----------------------	--------------	----------------	-------

FIRE PROTECTION CONTRACTOR	Phone Number	E-Mail Address	CID #
----------------------------	--------------	----------------	-------

DEMOLITION CONTRACTOR	Phone Number	E-Mail Address	CID #
-----------------------	--------------	----------------	-------

PROJECT ADDRESS:

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

TYPE:

**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) \_\_\_\_\_

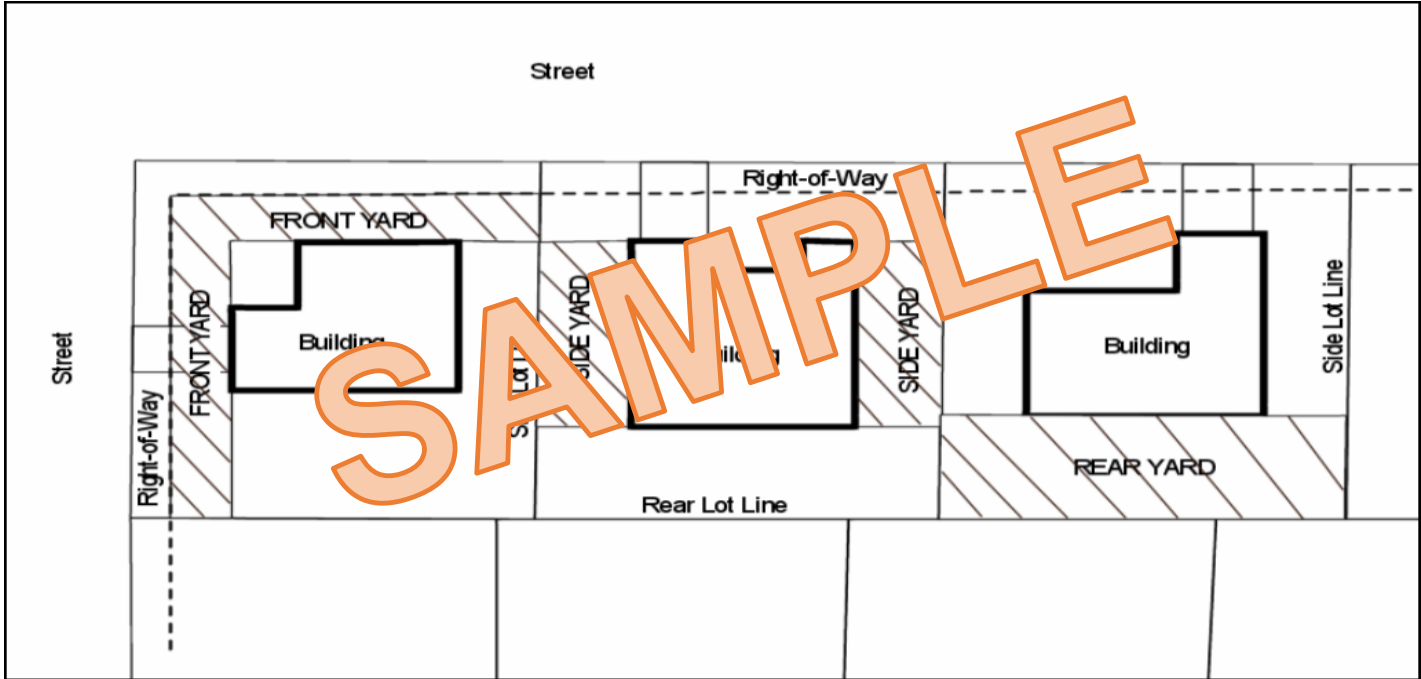
**TANK/PUMP INSTALLATION:** (\$20 Per Tank/Pump)  
 Tank(s) | Pump(s)

**FENCE/WALL:** *SITE PLAN REQUIRED, SEE REVERSE SIDE FOR AN EXAMPLE* **NO CHARGE**

APPLICATION #:

**DEMOLITION:** Proper Erosion Control measures are required for bringing in fill dirt or substantial clearing/grading. Proper measures include, but are not limited to, Silt Fencing, Waddles, Hay Bales, and Dikes. Applicant must initial to acknowledge understanding of these measures. Permit will not be issued without applicant acknowledgement.  
**NO CHARGE**  
**EROSION CONTROL ACKNOWLEDGEMENT**

Site Plan required to show where proposed fence/wall will be placed in relation to house and property lines. Drawing must include labels and dimensions that clearly show proposed work. Site Plan may be hand-drawn and does not have to be to scale. Please submit Site Plan on separate sheet.



**DESCRIPTION OF WORK TO BE DONE**

---



---



---



---



---



---



---

**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

<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>DATE:</b>
---------------------	------------------	--------------

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

- |                                     |  |
|-------------------------------------|--|
| Permit/Contractor Information       | <a href="mailto:gladys.ruff@tupeloms.gov">gladys.ruff@tupeloms.gov</a>   |
| General Construction/Code Questions | <a href="mailto:penny.jolly@tupeloms.gov">penny.jolly@tupeloms.gov</a>   |
| Floodplain                          | <a href="mailto:dennis.bonds@tupeloms.gov">dennis.bonds@tupeloms.gov</a> |
| Zoning                              | <a href="mailto:Russ.Wilson@tupeloms.gov">Russ.Wilson@tupeloms.gov</a>   |