

RESIDENTIAL CONSTRUCTION PERMIT APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
(for office use only)

Review may take up to 10 business days. Review time may extend up to 10 days for requested corrections to any required item.
Final Certificate of Occupancy issued with completion of all Final Inspections. Final inspections are the responsibility of the applicant to request from required departments

Fee required with application. See current fee schedule.

All Rental Units must be registered, licensed, and inspected prior to receiving a Certificate of Occupancy.

Construction in the City of Tupelo must comply with Codes, as adopted: City of Tupelo Development Code, International Code Series (ICC), ICC/ANSI 117.1 Accessibility Code, Electrical Code

Project Location/Address: _____

Parcel number(s) of location: _____

Note: Multiple parcels must be merged. Projects may not cross parcel lines.

Construction Type (Select One): New ___ Renovation ___ Addition ___

Note: Multifamily housing (3+ units) on a parcel requires a commercial construction permit. Pre-development approval and major site plan approval by Planning Committee and City Council.

Current Land Use: _____ **Proposed Use:** _____

Zoning District: _____ **Use Allowed by:** Right ___ Compatibility ___ Flexibility ___

Project Acreage: _____ **Is a Variance required?** Yes ___ No ___

Location on Structure (Select One): Interior Only ___ Exterior Only ___ Both Interior and Exterior ___

Value of Construction: _____ **Total Square Footage:** _____

Please Select applicable existing land use and location designations (*additional form required):

***Overlay District?** Yes ___ No ___ **Power Provider:** TW&L ___ Tombigbee ___

***Suspect Soils?** Yes ___ No ___ ***Flood Zone?** Yes ___ No ___ 100 yr floodplain? ___

Existing utilities? Yes ___ No ___ **Demolition or Land Development required?** Yes ___ No ___

Select ALL Proposed Accessory Structures: (include location on site plan; *require construction detail)

*Swimming Pool ___ *Accessory Dwelling/Structure ___ *Wall or Constructed Berm ___

Tank/Pump Installation (+\$20) ___ Flagpole ___ *Off-Site Built Accessory Structure ___

Driveway ___ Porch, Patio, Balcony, Deck ___ Wall w/o footings ___

Fence (picture and site plan req.) ___ Fence Height: Side ___ Front ___ Rear ___

Fee Determination (see current fee schedule):

Electrical, \$15 Total Number of Junction Boxes: ___ (>50 = \$.30 per opening)

Number 220 Volt Circuits: ___ (\$2 each)

Number of other Special Circuits: ___ Type: _____

Number of motors by type: 5-10hp ___ 10-20hp ___ 20-50hp ___ >50hp ___

New Electrical Meter required? Single Phase: 100 AMP, UG: \$35 ___

Gas, \$15 Number of Openings (water heaters, stove, HVAC, dryers, etc.): ___ (\$2 per opening)

Mechanical, \$20 Tonnage of HVAC systems or boilers: ___

Plumbing, \$15 Number of Commercial Traps: ___ (\$1 per commercial trap; \$2 per residential cluster)

Sewer, \$15 if required ___

Fire Protection (select all that apply) Fire Suppression ___ Fire alarm ___ Automatic Sprinkler ___

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Property Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

General Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Electrical Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Plumbing/Gas Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Mechanical Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Required Attachments (initial below or indicate "NR" for Not Required)

- 1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
- 2. Minor Site Plan, see checklist _____
- 3. Contractor and Sub-contractor City of Tupelo Privilege License _____
- 4. Contractor and Sub-Contractor State License (work valued \$50,000+) _____
- 5. General Contractor Surety Bond OR Authorization to Act as Owners Agent, if pulling own permit _____
- 6. State and/or Federal permits (MDEQ, MDOH, MSDWFP), if applicable _____
- 7. GeoTechnical Report, if applicable _____
- 8. Flood Elevation Certificate, if applicable _____
- 9. Overlay or Certificate of Appropriateness Review Application, if applicable _____
- 10. MDEQ Notification of Demolition, if applicable _____

Note: No Construction permit may be issued without documentation of required licenses of GC and all subcontractors.

Residential Construction Minor Site Plan Requirements:

- 1. Lot with dimensions.
- 2. Adjacent property setbacks and proposed setbacks
- 3. Location of existing structures, driveways and access roads, and utilities on the lot, to scale with dimensions
- 4. Site plan of proposed structures to scale with dimensions, including setbacks of proposed structures from property line
- 5. Proposed utility improvements and location of hook up to existing facilities, if applicable
- 6. Foundation Plan: Finished Grade and Pad/Slab height from center line, measured from the point of storm water discharge or center line of the roadway (special approval required if more than 12" above grade)
- 7. Height of existing and proposed structures
- 8. Proposed driveway and parking accommodations, if applicable (maximum driveway width: 25% of lot frontage)
- 9. Point of storm water discharge and drainage treatments to direct discharge to existing drainage infrastructure, if applicable (10 year pre-development rate of flow and 25 post-development rate of flow may be requested)
- 10. See City of Tupelo Development Code Section 11.3 for additional standards for off-site built structures

I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues. I further understand the City of Tupelo will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and the City of Tupelo has the right to stop any and all work should it not conform to the same. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge.

Applicant Signature: _____

Date: _____