

UTILITY IMPROVEMENT 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)

For use ONLY for utility improvements not requiring structural changes or permanent lot changes.
Construction permit required where any structural improvements are included with utility improvements.

Approved utility permit OR written permission from Tupelo Department of Development Services Chief
Building Official required for all Temporary Certificates 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: _____

Business Name and License # _____

Are existing utilities present? Yes ___ No ___ Utility Provider: TW&L ___ Tombigbee ___

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

Description of Work: _____

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

Value of Construction: _____ Total Square Footage: _____

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 ___
Three Phase: CT Meter Can: \$240 ___

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 ___ Hood System ___ Automatic Sprinkler ___ Other Irrigation ___

Total Fee (due at time of application) \$ _____

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. Existing Structure detail including all utility improvement detail _____
- 3. Contractor and Sub-Contractor City of Tupelo Privilege License _____
- 4. Contractor and Sub-Contractor State License (work valued \$50,000+) _____

Applicant Name: _____ Phone: _____
Email: _____ Address: _____

Property Owner: Name: _____ Phone: _____
Email: _____ Address: _____

Business Owner: Name: _____ Phone: _____
Email: _____ Address: _____

Engineer: Name: _____ Phone: _____
Email: _____ Address: _____

Architect: Name: _____ Phone: _____
Email: _____ Address: _____

General Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Landscape Professional: Name: _____ Phone: _____
Email: _____ Address: _____

Electrical Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Plumbing/Gas Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Mechanical Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Grading/Paving Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Sanitary Sewer Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

Fire Safety Contractor: Name: _____ Phone: _____
Email: _____ Address: _____

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: _____