



COMMERCIAL CONSTRUCTION APPLICATION

City of Tupelo | Department of Development Services

Mail: P O Box 1485, Tupelo, MS 38802-1485

Phone: (662) 841-6511 Fax: (662) 841-6550

Email: penny.jolly@tupeloms.gov

MUNIS _____

Received By: _____

Date Received: _____

(for office use only)

***Permit Fee determined according to the following:**

Plan Review - \$100 Flat Fee (Non-refundable)

New Construction – Fee based on the Building Valuation Data through the International Code Council. (Gross Area x Sq Ft x .0073)

Renovation & Addition – Fee based on the estimated cost, number of junction boxes, electrical meter equipment, number of plumbing clusters, tank & pump installation, number of 220-volt circuits, gas openings, and/or sewer hookups. ***Fees are NON-REFUNDABLE**

PROJECT DESCRIPTION

PROJECT LOCATION:

(ADDRESS OR PARCEL REQUIRED): _____

DESCRIPTION OF WORK: _____

PROJECT CONSTRUCTION TYPE:

NEW _____ RENOVATION _____ ADDITION _____

ZONING CLASSIFICATION: _____

TOTAL SQUARE FOOTAGE: _____ ESTIMATED COST: _____

(for office use only)

Occupancy Classification & Use: _____ Occupancy Group: _____ Permit Value: _____

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

ARCHITECT CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____

ENGINEER CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____

LANDSCAPE PROFESSIONAL CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____

CONTACT INFORMATION CONTINUED

GENERAL CONTRACTOR CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____ CID (*office use only*) _____

ELECTRICAL CONTRACTOR CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____ CID (*office use only*) _____

PLUMBING/GAS CONTRACTOR CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____ CID (*office use only*) _____

MECHANICAL CONTRACTOR CONTACT INFORMATION:

Name: _____ Phone Number(s): _____

Email Address: _____ CID (*office use only*) _____

All building elements are to be constructed in compliance with all currently adopted codes. As of September 18, 2018, the City of Tupelo are under the following codes:

- 2018 International Code Series (ICC)*
- 2009 ICC/ANSI 117.1 Accessibility Code*
- 2017 National Electrical Code*

GENERAL CONTACT INFORMATION

**The City of Tupelo Development Code can be viewed at www.tupeloms.gov/links-to-development-code/
For Department/Division specific questions, please refer to the email addresses below.**

Building Code:	Patrick Reagan	Patrick.reagan@tupeloms.gov
Fire Code:	Kristian Skou	Kristian.skou@tupeloms.gov
Zoning Districts:	Marilyn Vail	marilyn.vail@tupeloms.gov
Flood/Retention	Dennis Bonds	dennis.bonds@tupeloms.gov
Digital Submission:	Penny Jolly	penny.jolly@tupeloms.gov
Water/Sewer:	Chris Lewis	chris.lewis@tupeloms.gov
Tupelo Power:	Al Jones	al.jones@tupeloms.gov
Tombigbee Power:	Toby Mask	tmask@tombigbeelectric.com



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

ELECTRICAL: TOTAL NUMBER OF JUNCTION BOXES: _____

NUMBER OF 220 VOLT CIRCUITS & OTHER SPECIAL CIRCUITS _____

MOTORS: 5-10 HP _____ 10-20 HP _____ 20-50 HP _____ >50 _____

TWL _____ TOMBIGBEE _____

IS A NEW ELECTRIC METER REQUIRED? YES _____ NO _____ IF YES, WHAT SIZE? _____

THIS SECTION IS TO BE FILLED OUT IF YOU ARE A TUPELO WATER & LIGHT ELECTRICAL CUSTOMER

GAS: NUMBER OF OPENINGS: (WATER HEATERS, STOVES, H/A UNITS, GAS LOGS, DRYERS) _____

MECHANICAL: TONNAGE OF HVAC SYSTEMS OR BOILERS: _____

PLUMBING: NUMBER OF COMMERCIAL TRAPS _____

SEWER: (\$15 IF REQUIRED) _____

MISCELLANEOUS: TANK/PUMP INSTALLATION (\$20 PER TANK/PUMP) TANKS _____ PUMPS _____

FLOOD ZONE REQUIREMENTS:

Is the property located in the 100-year flood plain? Yes _____ No _____ Verified by Staff _____

(for office use only)

What is the Base Flood Elevation? _____ Map # _____ LOMC # _____

*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 (2) FEET** above the base flood elevation on new, substantial improvement or substantial damage construction in the Special Flood Hazard Area (SFHA).*

General Required Attachments (please initial or indicate Not Required "NR" below):

- Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
- Two (2) set of drawings. 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). *Exception: Sealed plans are not required when proposed work involves only remodeling or alteration of an existing building or structure, and proposed work does not change the building's structure to change occupancy.* _____
- All plans must be submitted in digital PDF format. All NEW buildings or ADDITIONS to existing buildings must have site plans with building placement submitted in CAD format (DWG, DXF) to penny.jolly@tupeloms.gov. _____

All items on this checklist may not be included in some alteration or renovation projects. ALL items **MUST** be check to ensure that any and all necessary items are included. If any item is not necessary, please check NR.

SUPPORTING DOCUMENTS

All boxes must be checked. Check YES if included with submittal or N/A if not applicable. Documents listed in **red** are **MANDATORY**.

A. ALL DEPARTMENTS

Architects Code Analysis, Construction Type, Occupant Load, Single or Mixed Use, Sprinkled or Non-Sprinkled. New construction projects over 5,000 SF MUST provide design professional stamped plans to include architectural, structural, mechanical, electrical, and plumbing plans. New construction projects under 5,000 SF do not require design professional stamped plans, but must include architectural, structural, mechanical, electrical and plumbing plans.

B. ALL DEPARTMENTS: Yes _____ N/A _____

Site Plans shall be prepared to scale (not less than 1" = 20'), with legend, north arrow, and separate vicinity (site location) map. CAD drawing required of site plan for new construction, additions, and property line changes.

C. ALL DEPARTMENTS

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 the last 12 months. **If project crosses multiple parcel lines, they must be merged into one parcel.**

D. ALL DEPARTMENTS: Yes _____ N/A _____

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. **If project crosses multiple parcel lines, they must be merged into one parcel.**

E. ENGINEERING: Yes _____ N/A _____

Show all easements, flood ways, and required buffers. If project is in a Flood Zone A, AE or Floodway, Flood Elevation Certificates based on Construction Drawings and Finished Construction are required.

F. ENGINEERING: Yes _____ N/A _____

Show existing and proposed finished grades. Show site elevations at 2' increments and all site drainage and detention areas.

G. ZONING, ENGINEERING, FIRE DEPARTMENT: Yes _____ N/A _____

Show all required parking and loading spaces on site plan. Provide calculations for area of project, 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.

H. ZONING: Yes _____ N/A _____

Show required parking lot lighting, height of pole, fixture type and photometric site plan.

I. ZONING: Yes _____ N/A _____

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.

J. ZONING, WATER & LIGHT: Yes _____ N/A _____

Show existing and proposed utilities to serve the site, including overhead lines.

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



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GENERAL NOTES THAT WILL APPLY TO ALL COMMERCIAL CONSTRUCTION PROJECTS

Initial that you have read and understand the following provisions.

	Initials
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	

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 not does it nullify and 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.

Applicant Signature: _____ **Date:** _____