



RESIDENTIAL CONSTRUCTION APPLICATION

City of Tupelo | Department of Development Services

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

Phone: (662) 841-6510 Fax: (662) 841-6550

Email: permits@tupeloms.gov

MUNIS _____

Received By: _____

Date Received: _____

(for office use only)

Permit Fee determined according to the following: *(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.

PROJECT DESCRIPTION

PROJECT LOCATION: (ADDRESS OR PARCEL REQUIRED): _____

PROJECT TYPE:

SINGLE FAMILY _____ DUPLEX _____ OUTBUILDING _____ SWIMMING POOL _____ GARAGE _____ STORM SHELTER _____
OTHER _____

PROJECT CONSTRUCTION TYPE:

NEW _____ RENOVATION _____ ADDITION _____

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): _____

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)* _____

The following information is required to determine the fee for a residential renovation or addition.

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 _____

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

MECHANICAL: TONNAGE OF HVAC SYSTEMS OR BOILERS: _____

PLUMBING: NUMBER OF PLUMBING CLUSTERS: (BATHROOMS, LAUNDRY ROOMS, KITCHEN): _____

SEWER: (\$15 IF REQUIRED) _____

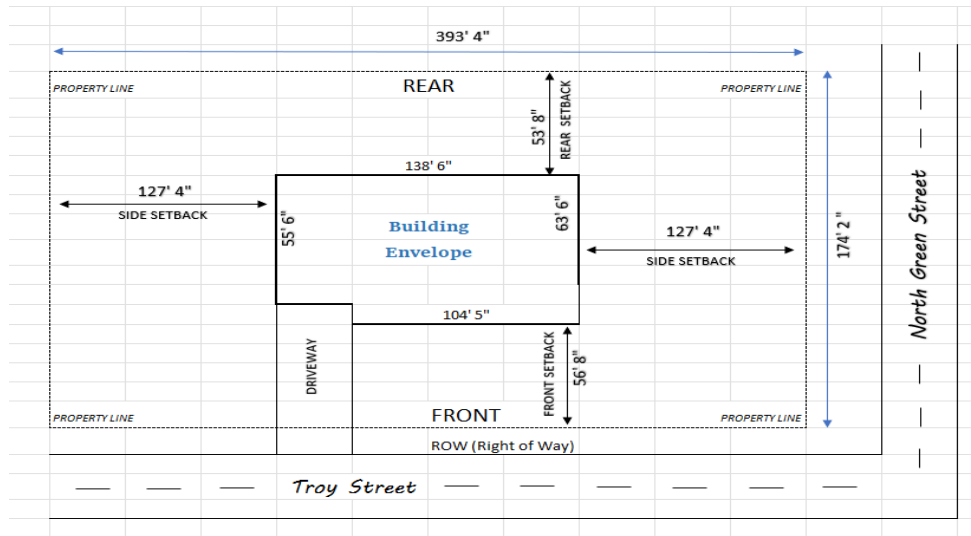
MISCELLANEOUS: MOVING (\$100; ADDITIONAL PERMIT APPLICATION REQUIRED) _____

DESCRIPTION OF WORK: _____

Required Attachments (all required attachments must be submitted BEFORE a permit can be issued)

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
2. Site Plan. A Site Plan is required for all new and expansion construction projects. _____
3. Signed Contract with the Contractor for the value of the project. (Addition & Renovation ONLY) _____

A **SITE PLAN** is a plan depicting the proposed development of a property, in term of the location, scale, and configuration of buildings



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 marilyn.vail@tupeloms.gov

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code. I further understand that if I am not the property owner, notarized permission from the property owner is required for application to be processed.

Applicant Signature: _____ **Date:** _____