



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 or Addition – Value determined according to International Code Council 2018 Valuation Schedule by square foot and the City of Tupelo permit fee multiplier.

Renovation – Value determined by signed contract or invoice for work presented at time of application.

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 _____

BRIEF DESCRIPTION OF RENO/ADD: _____

TOTAL SQUARE FOOTAGE: _____ **ESTIMATED COST:** _____

(for office use only)

Construction Type: _____ **Use & Occupancy Group:** _____ **Permit Value:** _____

WASTE & DEBRIS MANAGEMENT:

COMPANY NAME: _____ CONTACT PHONE NUMBER: _____

ROLL-OFF CONTAINER _____ DUMP TRAILER _____ OTHER _____

CONTRACTOR CONTACT INFORMATION

GENERAL CONTRACTOR CONTACT INFORMATION:

Owner 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) _____

PROPERTY OWNER CONTACT INFORMATION

PROPERTY OWNER CONTACT INFORMATION:

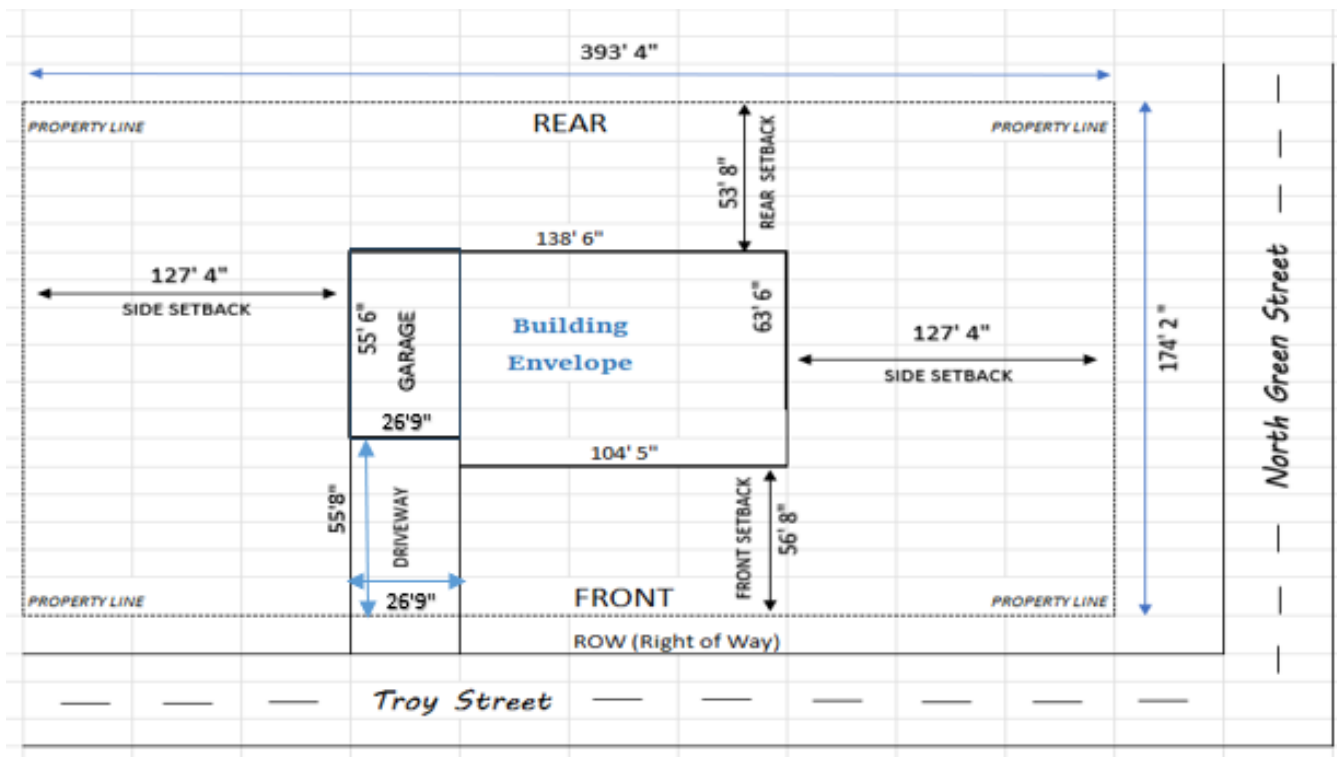
Name: _____ Phone Number(s): _____

Email Address: _____

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 and other features. A sample site plan is provided below.



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

General Construction/Code Questions

Floodplain

Zoning

penny.jolly@tupeloms.gov

dennis.bonds@tupeloms.gov

mandolyn.shurden@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: _____