TO APPLY FOR A RESIDENTIAL BUILDING PERMIT

To apply for a building permit for residential construction, the builder/contractor must furnish the following items. After review, further information may be required for review and approval. Please allow 7-10 working days for the permit process.

⇨ Builder/contractor shall be licensed with the State of Mississippi when required by state law. (A copy of this license may be required.)

1. Builder/contractor shall submit three (3) sets of plans. Building plans shall include the following:

A. Front, rear, left, and right architectural elevation;
B. Foundation plan and details, if post tension must be signed by engineer;
C. Plot plan showing setbacks, drainage, adjacent grade, finished floor elevation, base flood elevation;
D. Erosion/siltation control measure plan***. (Failure to maintain these during construction may result in a stop order being issued on the project).*** **(**<u>If not included, permit may not be issued).</u>
E. Floor plan with door and window schedule;
F. Electrical floor plan and electrical schedule;
G. Framing detail and cross section of house;
H. Rafter and joist span table
I. H.V.A.C. layouts, along with heat/loss gain survey.

2. Builder/contractor shall have plans approved by the subdivision Homeowner's Association when required by covenants. The plans themselves must be signed, *<u>not</u>* a written letter of approval.

3. Subcontractors (electrical, plumbing, and HVAC) must be licensed in Mississippi and shall furnish the District a valid copy of their Master License.

4. Cost of construction <u>(excluding lot)</u> shall be included on the permit application, along with lot number, subdivision and physical address of the building site.

5. Payment of fees and charges will be due at the time the permit is issued.

If in a special flood hazard area, a statement as to proposed slab elevation would be required prior to passing a foundation inspection.

NOTE: Other items may be required after initial review of the plans.
A permit is required before beginning a renovation, addition, or new construction. Please contact the Building Department for additional information or questions.

TO APPLY FOR A COMMERICIAL PERMIT

Contact the Building Department for commercial construction requirements.

IF YOU HAVE ANY QUESTIONS ABOUT THE PERMIT PROCESS, PLEASE CONTACT THE BUILDING DEPARTMENT AT 769-243-7014.

REQUIRED INSPECTIONS

1. **ROUGH PLUMBING INSPECTION**: Inspection of building drain and water supply lines prior to covering with dirt. A water test is required on drain lines.

(EROSION CONTROL MEASURES TO BE IN PLACE AT TIME OF THIS INSPECTION.)

2. **SEWER INSPECTION**: All sewer connections to District tap will require a Fernco Adaptor. Any other type of connection must be approved by the Inspection Department prior to its use. Contact the District Office for Sewer Tap locations.
3. **FOUNDATION INSPECTION**: when completely ready, after rough grading of lot drainage, before pouring concrete.
4. **GAS INSPECTION**: With mercury/ air pressure gauge installed
5. **FRAMING INSPECTION**: ***Before*** insulation and sheetrock, or other wall coverings. Rough electrical, HVAC, and plumbing top out.
6. **ELECTRICAL INSPECTION**: (Placing meter on house) when all circuits are terminated, trim hardware installed, and air conditioner compressor is connected.
7. **FINAL INSPECTION**: Final landscaping should be in conformance with the plot plan approved when permit was issued. Sidewalks and driveways complete. Exterior and Interior finished.

Note: A Flood Elevation Certificate, if required, must be submitted prior to framing inspection.

Do not proceed with construction until the requested inspection has been approved.

NO STRUCTURE IS TO BE OCCUPIED UNTIL PASSING A FINAL INSPECTION. (This includes placing any household items in the structure.)

Other inspections may be required as warranted by the inspector. Inspections will be done within a reasonable time frame. **INSPECTIONS CALLED IN AFTER 12:00 NOON WILL BE SCHEDULED THE FOLLOWING BUSINESS DAY.**

GENERAL REGULATIONS

A. Builder/ contractor is responsible for all required clean up and is to provide containers for removal of such items from the construction site.
B. Any mud or debris brought onto the street must be removed by builder/contractor.
C. All construction shall comply with the adopted building code, plumbing code, gas code, mechanical code, and electrical code.
D. Erosion control Measures as described by the Erosion Control Plan will be inspected on a monthly basis. Failure to comply with the ECP within 48 hours of notice will result in a stop-work order and a reinstatement fee of $100 will be charged. Inspector may require additional or revised ECMs during the course of construction. ***Failure to maintain these measures may result in issuance of a stop work order.***
E. The builder/contractor shall be responsible for compliance with O.S.H.A. regulations pertaining to construction.
F. The District may impose other regulations that are reasonable and necessary to protect health, safety, and welfare of its residence, employees, and other persons affected.
G. Sanitary facilities for workers are required.

Erosion Control

Effective July 1, 2005

Any new construction started after July 1, 2005 (this means construction above the slab) will require the following:

1. **24-inch silt fence all the way around the construction site with the exception of a 12ft. entry.**

2. **The entry way will require gravel to be installed to keep mud off the street. Gravel size shall be 1-1/2 to 3 inches. Any mud or sand in street or street curb shall be removed at the end of each day.**

3. **Silt fence shall be trenched with a 4-inch by 4-inch trench with the bottom 4-inch buried in the trench and backfilled.**

4. **Remove silt and sediment from fence when it reaches 1/3 to ½ of height of the fence.**

5. **Inspect the fence weekly and after each ½ inch rainfall.**

6. **Construction area must be kept clean for a safe working environment.**

NOTE: NOT FOLLOWING EROSION CONTROL PROCEDURES OR CORRECTING ANY DEFICIENCIES WITHIN 48 HOURS OF NOTICE MAY RESULT IN A STOP WORK ORDER BEING ISSUED. THERE IS A FINE OF $100 TO LIFT A STOP WORK ORDER.

April 5, 1999

TO ALL CONTRACTORS:

To Whom It May Concern,

Erosion control around construction sites has been a problem and has been discussed with you on several occasions. Most of you are working with us on this and we appreciate this. However, we
seem to be having a problem with a few builders who do not install erosion control properly nor maintain it after putting it in place. All contractors must comply with this.

Therefore by direction of the District Board and the General Manager the following policy will be implemented.
1. Appropriate erosion control measures must be shown on the plot plans when submitted for permit.
2. Appropriate erosion control measures must be installed when the plumbing inspection is called for.
3. If the erosion control measures are not maintained in place and working,

NO FURTHER INSPECTIONS WILL BE MADE ON THE SITE AND IF NOT CORRECTED A STOP WORK ORDER MAY BE ISSUED UNTIL THE PROBLEM IS RESOLVED.

This will take effect Monday April 12, 1999. Again, thank you for your cooperation in this matter. If you have any questions, feel free to contact our office at 856-6574.

Sincerely,

Ricky Callaway
Building Official

BUILDERS, THE REGULATIONS LISTED BELOW MUST BE

COMPLIED WITH ON YOUR CONSTRUCTION PROJECTS.

FAILURE TO DO SO AT ANY TIME DURING CONSTRUCTION

MAY BE RESULT IN ISSUANCE OF A

STOP WORK ORDER.

A. **Builder/Contractor is responsible for all required clean-up and is to provide containers for removal of such items from the construction site.**

B. Any mud and/or debris brought onto the street must be cleaned up by the builder/contractor as soon as possible.

C. All construction shall comply with the adopted building code, plumbing code, gas code, mechanical code, and national electrical code. (Other regulations may apply as adopted by the District)

D. Erosion Control measures will be required at all times to control surface water run-off.

E. The Builder/Contractor shall be responsible for compliance with O.S.H.A. regulations pertaining to construction.

F. Sanitary facilities for workers is suggested.

G. The District may impose other regulations which are reasonable and necessary to protect the health, safety, and welfare of its residence, employees, and other persons affected.

ISSUANCE OF PERMIT ACKNOWLEDGES YOUR AGREEMENT TO THESE ITEMS.

FLOOD REGULATION CHANGE

EFFECTIVE JANUARY 1, 2005

RE: STRUCTURES BUILT ON PROPERTY LOCATEED IN A SPECIAL FLOOD HAZARD AREA.

(1) THE DISTRICT NOW REQUIRES A STATEMENT FROM AN ENGINEER OR REGISTERED SURVEYOR STATING THE ELEVATION OF THE FORM BOARDS, +/- 1/10, PRIOR TO A FOUNDATION INSPECTION. (THIS STATEMENT MAY BE IN LETTER FORM; IT DOES NOT HAVE TO BE ON ANY TYPE OF FEMA FORM.)

(2) THE ELEVATION CERTIFICATE WILL BE REQUIRED PRIOR TO THE FRAMING INSPECTION. (THIS WILL BE REQUIRED ON FEMA FORM 81-31, NFIP ELEVATION CERTIFICATE.)

PLEASE MAKE A NOTE OF THIS SO AS NOT TO IMPEDE CONSTRUCTION.

NOTICE TO BUILDERS/ CONTRACTORS

DUE TO THE INCREASE WORKLOAD AND TO MAKE THINGS EASIER FOR ALL PARTIES, THERE ARE SOME CHANGES IN THE WAY PERMITS AND INSPECTIONS WILL BE HANDLED STARTING WITH THIS PERMIT.

1. Because of problems locating sewer taps in the past; the must be installed after the rough plumbing and foundation inspection. *No other inspection will be made until the sewer is installed and inspected.* If you have trouble locating the tap, copies of as-builts will be made available in the District office. If your plumber cannot locate the tap, a $500.00 deposit will be required prior to our locating the tap. If the tap is located on the lot, the deposit will be forfeited. If the tap is not on the lot, the District will provide a tap at no charge.

2. Plans submitted for permit review must include all required items. (A copy of the required items is available at the District office.) We cannot hold copies of plans while missing items are located and brought in. You need to keep the plans until all items are located. Failure to do so only slows down the permit process. *Please* allow four full working days before checking to see if your permit is ready.

3. When requesting inspections or checking on an inspections, call 856-6574 and leave the lot number, subdivision and type of inspection with the receptionist.

4. No dirt work is to be started until plans are submitted, unless prior approval is given by this office.

You do not have talk to me to request an inspection or call me on my cell phone to see if the inspection has been made. Please contact the office first.

If you have any questions, please call me at 601-856-6574.
-Ricky Callaway, Building Official

RESIDENTIAL CONSTRUCTION AND ADDITIONS:

$00.00 to $49,999.99	$120.00 for the first ten thousand and $6.00 for each additional thousand or fraction thereof to $49,999.99.
$50,000.00 to $99,999.99	$360.00 for the first $50,000, plus $5.00 for each additional thousand or fraction thereof to $99,999.99.
$100,000 to $ 499,999.99	$600.00 for the first 100,000 plus $4.00 for each additional thousand or fraction thereof to $499,999.99.
$500,000 up	$2200 for the first $500,000 plus $2.50 for each additional thousand or fraction thereof.

NOTE: THESE FEES ALSO INCLUDE THE ELECTRICAL, MECHANICAL, AND PLUMBING SUB-CONTRACTORS.

*** These fees are based on the International Code Building Valuation Data** *

COMMERCIAL

RENOVATIONOF COMMERCIAL PROPERTY
Same as for residential with the exception of sub-contractors which will go by schedule below.

NEW COMMERCIAL CONSTRUCTION:
Same as residential with the exception of subcontractors as listed below:

PLUMBING:
$3.00 for each plumbing fixture, floor drain, or trap (including water and drain piping)
Minimum fee of $60.00.

MECHANICAL:
$12.00 for first $1000 or fraction thereof of valuation of the installation plus $3.00 for each additional $1000 or fraction thereof.
Minimum fee of $60.00.

ELECTRICAL:
$ 4.00 per 115/120 circuit
6.00 per 220 single phase circuit
6.00 per 220 three phase circuit
6.00 per 100/125 amp service
12.00 per 200 amp service
Minimum charge $60.00 *

WATER DEPOSITS:		**CHARGES**
5\8" and 3\4"	METER (any consumer)	$ 100.00
1"	METER (any consumer)	$ 125.00
1 ½"	METER (any consumer)	$ 175.00
2"	METER (any consumer)	$ 200.00
2 ½" and up	METER (builder will furnish per District specifications)	
WATER TIE-IN (METER SETTINGS CHARGE):		
3\4"	SERVICES	$ 325.00
1"	SERVICES	$ 400.00
1 ½"	SERVICES	$ 500.00
2"	SERVICES	$ 600.00
WATER TAPS NOT OTHERWISE PROVIDED:		
3\4"	SERVICES	$ 500.00
1"	SERVICES	$ 600.00
1 ½"	SERVICES	$ 700.00
2"	SERVICES	$ 800.00

***DOES NOT INCLUDE STREET BORE. THESE WILL BE CHARGED AT THE ACTUAL COST TO THE DISTRICT.**

RECONNECT FEE FOR NON-PAYMENT	$ 25.00
AFTER 7:00 PM	$ 50.00
WATER METER RELOCATION	$ 200.00

*** TO BE PAID IN ADVANCE ***

SEWER TIE-IN FEE	
SEWER TIE-IN (existing)	$ 150.00
SEWER TAP (non-existing)	DISTRICT COST
BUILDING PERMIT FEES	
CONSTRUCTION PLAN APPROVAL AND INSPECTION	250 min + $100/acre
REVIEW OF SUBDIVISION PLAT	$1000.00 PLUS $25 @ LOT
REVIEW OF AMENDED/ REVISED PLAT	$ 500.00 PLUS $25 @ LOT
RESIDENTIAL NEW	SEE ATTACHED SHEET
RESIDENTIAL ADDITION	SEE ATTACHED SHEET
COMMERCIAL	$350.00 PLUS .1% OF ESTIMATED COST OVER $100,000.00
REMOVE STOP WORK ORDER	$ 100.00

SEE ATTACHED SHEET FOR PLUMBING, ELECTRICAL, OR MECHANICAL

MOBILE HOME (new or replace existing)	$ 200.00
NOTE: if first mobile home on lot, water and sewer charges apply	
ELECTRICAL OR GAS LINE	$ 60.00
SWIMMING POOLS	$ 60.00
BOAT SLIPS / SEAWALLS (new construction or repair)	$ 60.00
REINSPECTION FEE (3rd inspection)	$ 50.00*

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