

## **COMMERCIAL CONSTRUCTION PLAN REQUIREMENTS**

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**Non-Residential Construction Plan Requirements** (Please consult department responsible for review with specific questions):

### **Zoning**

1. Vicinity map with property boundary including metes and bounds of adjacent properties, with legend and north arrow
2. Total site area and area proposed for development with index map to graphic scale
3. Existing lot lines/Property Boundaries, with metes and bounds
  - a. Including previously platted lines, municipal boundaries, county lines
4. Existing features
  - a. Buildings, easements, adjacent structures, adjacent streets and Right of Way, curb detail, topographical contours, water features, other improvements, tree coverage area, drainage ways, streams and stream buffers, flood hazard areas, wetlands, natural or historic inventory sites required
5. Site/Lot Layout Plan, to scale, with dimensions
6. Lighting Plan and Photometric (*Minimum light level in parking lots: 0.2; Maximum illumination at property line: 1.0; Maximum illumination at right of way: 1.0 for residential uses, 2.0 for non-residential uses.*)
7. Landscaping detail, signed and sealed by certified design professional
  - a. Landscaping area and planting plan
  - b. Required Open Space Area
8. Buffering and Screening Detail
  - a. Screening and fencing detail
  - b. Buffer areas (*if applicable*)
    - i. Riparian Buffers (*if applicable*)
9. Tree Survey for identification of protected trees slated for removal OR Tree Removal Affidavit
10. Tree Mitigation Plan (*where Tree Survey is required*)

### **Building**

11. Existing utilities
  - a. Railroads, transmission and all overhead lines, sewer lines, culverts and drainpipes, storm water treatments, water lines, mains, and hydrants
12. Demolition plan (*if applicable*)
  - a. Erosion control measures and detail (silt fencing, waddles, hay bales, dikes)
13. Proposed principal and accessory structures, to scale
  - a. Location on lot
  - b. Square footage
  - c. Dimensions
  - d. Setbacks ( <10 ft side setback, see Fire Resistant Construction Standards)
  - e. Building Height
  - f. Floor Area Ratio of structure on lot
  - g. Structure entry
  - h. Foundation Plan
    - i. Finished Grade
    - ii. Pad/Slab height from center line (special approval required if more than 12" above grade)
  - i. Exterior elevations

- iii. Finished floor height
- 14. Building detail of proposed structures
  - a. Floor plan, layout
  - b. Exterior materials
  - c. Roof type and materials used
- 15. Plumbing Plan and detail
- 16. Electrical Plan and detail
- 17. Mechanical Plan and detail
- 18. Sanitary Sewer and Storm Drainage Plan and detail
- 19. Emergency and Life Safety Plan
  - a. Emergency access routes
  - b. Occupancy Load
- 20. Fire Protection Plan
  - a. Hydraulic calculations for fire hydrant systems
  - b. Fire protection and sprinkler system shop drawings
  - c. Fire alarms and kitchen suppression systems
  - d. Fire walls (*if applicable*)

**Engineering**

- 21. Grading Plan
  - a. Topographical contours (2 ft intervals within 100 ft; 5 ft intervals for remainder of property)
- 22. Drainage Plan and Erosion Control detail
  - a. Storm water runoff (measured at 10 year pre-development rate of flow and 25 yr post development rate of flow)
  - b. Storm water management (10 year pre-development flow rate required)
  - c. Flood control/flood zone considerations
    - iv. Pre and Post Flood elevation certificate OR No Rise Certificate (*if applicable*)  
*Note: A Flood Elevation Certificate must certify the elevation of the lowest floor will be required before foundation inspection and final inspections. (2 ft above elevation required in SFHA)*
- 23. Paving Plan, with dimensions
  - a. Including ingress/egress, maneuvering areas, driving aisles and any dedicated streets
  - b. Access routes and aprons (26' street width, 96' diameter turnaround required)
  - c. Proposed parking areas with dimensions
    - v. Parking Features (Driveways, carports, garages, parking pads, internal access routes, number of stalls)
    - vi. Striping and signage detail
    - vii. Required ADA stalls
  - d. Private and public streets, existing and proposed
    - viii. Intent to retain as private or dedicate as public (City standards required for all City dedicated streets)
  - e. Sidewalks (Continuous internal pedestrian walkways required with connection to public sidewalks where applicable)
  - f. Curb and gutter detail (Tupelo Standard curb features are required for all curb and gutter drainage, alternate curb inlets with nyloplast boxes require special approval by Public Works)
  - g. Paving detail (surface must support 75,000 lbs)

h. Paving grade detail (grades steeper than 10% require additional approval)

24. Waste management access and locations

a. Including required dumpster enclosure (if applicable)

*Please Note: Cosmetic ONLY construction does not require a permit within the City of Tupelo. All structural or other permanent lot changes require a Construction Permit from the Department of Development Services*

***Applicant is responsible for scheduling all inspections, including Final Inspections with the City of Tupelo Building and Zoning Divisions.***

<b>GENERAL INFORMATION</b>		
The City of Tupelo Development Code can be viewed at <a href="http://www.tupeloms.gov/links-to-development-code/">www.tupeloms.gov/links-to-development-code/</a> <i>For Department/Division specific questions, please refer to the email addresses below</i>		
Building Code:	Patrick Reagan	<a href="mailto:patrick.reagan@tupeloms.gov">patrick.reagan@tupeloms.gov</a>
Fire Code:	Fire Marshal	<a href="mailto:tracy.bowen@tupeloms.gov">tracy.bowen@tupeloms.gov</a>
Zoning Districts:	Russ Wilson	<a href="mailto:russ.wilson@tupeloms.gov">russ.wilson@tupeloms.gov</a>
Flood/Detention:	Dennis Bonds	<a href="mailto:dennis.bonds@tupeloms.gov">dennis.bonds@tupeloms.gov</a>
Plan Submission:	Penny Jolly	<a href="mailto:penny.jolly@tupeloms.gov">penny.jolly@tupeloms.gov</a>
Water/Sewer	Chris Lewis	<a href="mailto:chris.lewis@tupeloms.gov">chris.lewis@tupeloms.gov</a>
Tupelo Power:	Al Jones	<a href="mailto:al.jones@tupeloms.gov">al.jones@tupeloms.gov</a>
Tombigbee Power:	Toby Mask	<a href="mailto:tmask@tombigbeelectric.com">tmask@tombigbeelectric.com</a>

Contact City of Tupelo Department of Development Services, for required inspections and current contact information.

Parcel Numbers assigned by Lee County Tax Assessor’s Office. Address numbers assigned by Lee County E911 office\* - Please contact City of Tupelo Engineering for all new address requests within the City limits of Tupelo. Address assignment will be based on location of main entrance(s) to structure. Site plan is required for address assignment. Address will not be assigned to vacant lots unless in a recorded platted subdivision