

COMMERCIAL CONSTRUCTION PERMIT APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
(for office use only)

Required for all structural and permanent lot changes on any building or lot in the City of Tupelo.

Please complete the application front and back and provide all required attachments. All fields are required.

Review may take up to 21 days from receipt. Review time may be extended up to 21 days for each requested correction to any required item. Pre-Construction Conference required prior to permitting.

You will be contacted by DDS to schedule pre-construction when final reviews are complete.

Please note: Submitted and complete construction plans may only begin land development prior to construction permitting with an approved Land Development permit.

Final Certificate of Occupancy issued with completion of all Final Inspections. Final inspections are the responsibility of the applicant to request from required departments.

Fee determined according to square footage of work. Fee paid at Pre-Construction Conference prior to receiving permit. Applicant is responsible for scheduling all required inspections with Dept. of Dev. Services.

Construction in the City of Tupelo must comply with Codes, as adopted: City of Tupelo Development Code, International Code Series (ICC). ICC/ANSI 117.1 Accessibility Code. Electrical Code

Project Location/Address: _____

Parcel number(s) of location: _____

Note: Multiple parcels must be merged. Projects may not cross parcel lines.

Business Name and License # _____

Construction Type (Select One): New ___ Renovation ___ Addition ___

Note: Multifamily housing (3+ units) on a parcel requires a commercial construction permit. Pre-development approval and major site plan approval by Planning Committee and City Council required for Multifamily

Current Land Use: _____ Proposed Use: _____

Zoning District: _____ Use Allowed by: Right ___ Compatibility ___ Flexibility ___

Project Acreage: _____ Is a Variance required? Yes ___ No ___

Location on Structure (Select One): Interior Only ___ Exterior Only ___ Both Interior and Exterior ___

Value of Construction: _____ Total Square Footage: _____

Note: Work valued at 50% of the current appraised value, plus 15% is considered Substantial Improvement. Substantial improvements are required to become conforming to all flood, landscaping, parking, exterior materials, dumpster enclosures, and other standards set forth in the City of Tupelo Development Code

Proposed Structure Type (Select One or Both): Principal Structure ___ Accessory Structure ___

Hours of Operation: _____ Number of Employees: PT ___ FT ___

Please Select applicable existing land use and location designations (*additional form required):

*Overlay District? Yes ___ No ___ Power Provider: TW&L ___ Tombigbee ___

*Suspect Soils? Yes ___ No ___ *Flood Zone? Yes ___ No ___ 100 yr floodplain? ___

Existing utilities? Yes ___ No ___ Demolition or Land Development required? Yes ___ No ___

Select ALL Proposed Accessory Structures (non-construction accessory uses and signs require separate application):

Swimming Pool ___ Accessory Dwelling/Structure ___ Wall or Constructed Berm ___ Parking Lot ___

Tank/Pump Installation (+\$20) ___ Dumpster Enclosure ___ Off-Site Built/Mobile Accessory Structure ___

Electrical, \$15 Total Number of Junction Boxes: ___ (>50 = \$.30 per opening)
Number 220 Volt Circuits: ___ (\$2 each)
Number of other Special Circuits: ___ Type: _____
Number of motors by type: 5-10hp ___ 10-20hp ___ 20-50hp ___ >50hp ___
New Electrical Meter required? Single Phase: 100 AMP, UG: \$35 ___
Three Phase: CT Meter Can: \$240 ___

Gas, \$15 Number of Openings (water heaters, stove, HVAC, dryers, etc.): ___ (\$2 per opening)

Mechanical, \$20 Tonnage of HVAC systems or boilers: ___

Plumbing, \$15 Number of Commercial Traps: ___ (\$1 per commercial trap; \$2 per residential cluster)

Sewer, \$15 if required ___

Fire Protection (select all that apply)

Fire Suppression ___ Fire alarm ___ Hood System ___ Automatic Sprinkler ___ Other Irrigation ___

Applicant Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Property Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Business Owner: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Engineer: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Architect: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

General Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Landscape Professional: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Electrical Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Plumbing/Gas Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Mechanical Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Grading/Paving Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Sanitary Sewer Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

Fire Safety Contractor: Name: _____ **Phone:** _____

Email: _____ **Address:** _____

REQUIRED ATTACHMENTS

(initial below or indicate "NR" for Not Required)

- 1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
 - 2. 2 hard copies and 1 digital file (CAD file in .dwg or .dxf format) of complete construction plans, signed and sealed by a certified design professional if work valued \$50,000+. Seal of a licensed architect or engineer required for projects over 5,000 sq ft, see Commercial Construction Checklist _____
 - 3. Contractor and Sub-contractor City of Tupelo Privilege License _____
 - 4. Contractor and Sub-Contractor State License (work valued \$50,000+) _____
 - 5. General Contractor Surety Bond _____
 - 6. State and/or Federal permits (MDEQ, MDOH, MSDWFP) _____
 - 7. GeoTechnical Report _____
 - 8. Flood Elevation Certificate _____
 - 9. Compatibility, Flexibility, Variance application, if applicable _____
 - 10. SCNOI or LCNOI to MDEQ _____
 - 11. US Army Corp of Engineer Notice of Intent _____
 - 12. Storm Water Pollution Prevention Plan (SWPPP) _____
 - 13. National Pollutant Discharge Elimination System (NDPES) permit _____
 - 14. MDEQ Notification of Demolition, if applicable _____
 - 15. Overlay or Certificate of Appropriateness Review Application, if applicable _____
 - 16. Tree Protection and Mitigation Checklist or Affidavit _____
- Chickasaw Review, if applicable, will be pursued by the City of Tupelo Planning Department on behalf of the applicant

REQUIRED COMMERCIAL CONSTRUCTION CHECKLIST ITEMS

Initial if included in submittal (see Non-Residential Construction Requirements for detail)

- 1. Permit set plans include the following: _____
 - a. Design Professional stamp, Licensed Architect or Engineer if 5,000+ sq ft
 - b. Architects Code Analysis
 - c. Architectural, Structural, Mechanical, Electrical, Plumbing, Code Study, Life Safety, Grading and Drainage plans, Vehicular Use Area and Parking, Landscape and Open Space, Lighting Plan (with photometric study), Sidewalk and Pedestrian Access, Flood Zone and Flood Control, Fire Protection shop drawings, Signage plan, Tree Survey and Mitigation
- 2. Plans prepared to scale (not less than 1"=20), with legend, north arrow, separate vicinity (site location) map with project boundary and property lines _____
- 3. Permit set plans must clearly state the following: _____
 - a. Street address
 - b. Parcel number for project area (multiple parcels must be merged)
 - c. City of Tupelo Zoning
 - d. Construction Type
 - e. Occupant Load
 - f. Single or Mixed Use
 - g. Sprinkled or Non-Sprinkled
 - h. Existing and Proposed curb, right of way, easements, floodways, street detail, and required buffers
 - i. Property line, setbacks, and distance to adjacent property
 - j. Existing and proposed utilities, including overhead lines
 - k. Lay down yard location on site

CERTIFICATION OF COMMERCIAL CONSTRUCTION APPLICATION

Initial that you have read and understand the following provisions:

- _____ It is the responsibility of the applicant to request all required inspections by contacting the Department of Development Services at 662-841-6510. A 24-hour notice is required for all inspections.
- _____ No Construction permit may be issued without documentation of required licenses for the General Contractor and all subcontractors. Work over \$50,000 requires a license with the State of Mississippi. A privilege license with the City of Tupelo is required of all Contractors and Sub-Contractors.
- _____ 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 nor does it nullify any 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.
- _____ A Pre-Construction meeting is required with the Department of Development Services prior to issuance of the Construction Permit.
- _____ A temporary Certificate of Occupancy may be issued to the Contractor ONLY to provide temporary utility service prior to issuance of a final Certificate of Occupancy.
- _____ No land development or tree removal may occur prior to issuance of a Commercial Construction Permit without approval of a Land Development Permit by the Department of Development Services
- _____ As the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues, whether specified or not.
- _____ City of Tupelo will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and the City of Tupelo has the right to stop any and all work should it not conform to the same.
- _____ Final inspection approval and submission of as-built plans are required prior to issuance of a final Certificate of Occupancy.

I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge.

Applicant Signature _____

Date: _____