



City of Ocean Springs
Building Department
1014 Porter Ave – PO Box 1800
Ocean Springs, MS 39564
228-875-6712

Commercial Building Permit Application Checklist

- ❖ **All Commercial Construction must be permitted by a MS state licensed contractor for Building, Plumbing, Electrical, and Mechanical.** All commercial construction must meet the standard of the 160 mph wind load requirement as outlined in the 2018 International Building Code (IBC) as well as all other provisions. In addition to the 2018 IBC, the City of Ocean Springs has adopted the 2018 International Plumbing Code, 2018 International Fuel Gas Code, 2018 International Mechanical Code, and 2017 National Electrical Code as well as all applicable ADA codes for access to the structure and restroom facilities. Commercial plans should be designed by a licensed Architect or Engineer. **Building materials and ADA requirements will be reviewed by the Building Department, design and setback requirements will be reviewed by the Planning Department, and utility and drainage requirements will be reviewed by the Public Works Department.**
- ❖ **Any need for tap fee costs must be assessed by the Public Works Department.**
- ❖ **Grease Trap specs for new Restaurants, Bars, Lounge, and Night Clubs must be submitted prior to permitting. Approval is required from Building Official and Public Works.**
- ❖ **Historical District Requirements:**
If a project is located within a historic district, a separate application for a Certificate of Appropriateness must be filed in the Planning Department. **The application and plan must be reviewed and approved by the Historic Preservation Commission then approved by the Mayor and Board of Alderman before a building permit can be issued for the proposed construction or proposed demolition.** The Historic Guidelines Booklet may be emailed to you by request to the Planning Department.
- ❖ **For New Commercial or Additions, please supply the following:**
 - 8 ½" x 11" site plan showing all setbacks, exterior elevations and Protected Trees (Live Oak, Magnolia, Eastern Red Cedar). Drives, ADA spot access, parking and all associated details, layout and number, dumpster enclosure as required
 - 2 Sets—Specifications and scaled drawings, signed by the author
 - Accurate cost of construction
 - Design review required for all new commercial and additions
 - Foundation plan
 - Floor plan
 - Electrical, Plumbing, and Mechanical plan (may be included in the floor plan)
 - Drainage plan including drainage calculations
 - Landscaping plan with callouts and sprinkler drawing if required
 - Storm Water Erosion Agreement and Details (Inspection Reports)
 - Tree Preservation and Protection Notice
 - Water and Sewer Certification Letter from Jackson County Utility Authority must be obtained before permit is issued (**fee assessed by JCUA**)
 - If in a Special Flood Hazard Area (SFHA) the following will also be required:
 - Three (3) Elevation Certificates (Construction Drawing, Under Construction and Final)

- Non-Conversion Agreement
- Breakaway Wall Certification (If Required)
- Flood Venting Affidavit (If Required)
- V-Zone Building Design and Performance Certification (required in V-Zones and Coastal AE Zones)

❖ **Land Work supply the following:**

- Complete, detailed scope of work (Reviewed by Building Official, Public Works, & City Engineer)
- Site plan and drainage calculation by engineer
- Storm Water Erosion Agreement & Details (Inspection Reports)

❖ **For Interior/Exterior Repair, Renovation or Remodel supply the following:**

- Complete, detailed scope of work (Any structural revisions may require the involvement of a design professional)
- Accurate cost of construction

If you have any questions on permitting and inspections, do not hesitate to call the Building Department at (228) 875-6712. Any work done without a permit or an inspection is in violation of Code, and action can be taken to resolve or remove illegal construction.