



City of Ocean Springs Planning Department
1018 Porter Avenue / PO Box 1800 Ocean Springs, MS 39564
(228) 875-4415

BED & BREAKFAST PERMIT APPLICATION

Application Date: _____

Submittal Requirements:

- *Completed Application*
 - *Fee of \$200 must be paid at the time application is submitted [includes occupancy inspection fee].*
 - *\$1.00 fee (per Ordinance 2022-17 following the requirements of Section 25-60-5 MS Code Annotated).*
- *~~Certified mailout fee will be calculated during the review process and must be paid prior to scheduling of the public hearing~~*
- **Properties will be reviewed and inspected prior to scheduling the public hearing date and sending the required notices.**

PROPERTY INFORMATION:

Address of Applicant Property: _____

Parcel Identification Number: _____ Number of bedrooms: _____

Proposed maximum # guests: _____ Number of existing off-street parking spaces: _____

Is this property located in a covenant-restricted subdivision? Yes No

Name of Property Owner/Applicant _____	
Address _____	
Phone No. _____	
Email: _____	Signature: _____

Physical Inspection of Property:

- All applicable fire and health codes as would apply to a commercially zoned structure must be compliant.
- As part of the review process, an inspection will be scheduled to determine that all physical requirements are met per the ordinance

Inspection will also include but are not limited to: adequate parking, proposed occupancy, number of vehicles allowed, location of garbage storage, posting of rules, etc. (per *most current* Inspection Checklist dated: 9/08/15)

Affirmation of Codes/Regulations

I, (print name) _____, hereby certify that:

- 1. I am the owner of the property that is the subject of this application and that I have read and understand the requirements as outlined in the application.
- 2. There are no outstanding City of Ocean Springs property taxes or special assessments on the parcel(s).
- 3. The property included in this application is, to the best of my knowledge, in compliance with all applicable building codes, zoning requirements, and deed restrictions and/or covenants.
- 4. Any existing mortgage or deed does NOT prohibit use of property as a Bed & Breakfast.

I further acknowledge that the information provided herein is true and correct to the best of my knowledge.

Owner(s) Name: _____

Parcel ID(s): _____

Date Property Acquired: _____

Owner's Signature _____ Date _____

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Office Use Only

Date of Inspection: _____

Result of Occupancy Inspection: _____

Maximum Occupancy Determination: _____

(attached)

Maximum Parking Spaces: _____

Permit Renewal Date: _____

PC Public Hearing Date: _____

BOA Approval Date: _____



ENHANCED LIFE SAFETY FOR OCCUPANCY EGRESS

(RESIDENTIAL & COMMERCIAL ZONED SHORT-TERM RENTALS & BED & BREAKFASTS)

The following items must be complete and pass inspection prior to approval of any Short-Term related enterprise. ***Additional Code requirements may apply from other Departments.***

Before an occupancy inspection is scheduled, please make sure the following items have been completed. *Someone must be present at the time of inspection.*

All Occupancy Inspections are scheduled Monday – Thursday at 10am

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants and *mounted to the wall.*
NOTE: maximum travel distance to a fire extinguisher is 75 feet – additional fire extinguishers may be required on each floor.
- Emergency lighting – *hardwired with battery backup* (not “exit” lighting) in locations that will allow adequate illumination in case of emergency or power outage.
- Address clearly displayed on the outside of the building. This must be visible from the street. In locations not visible from the street, a pilaster or signage must be placed at the street – not to exceed 1 square foot.
- All Main and Distribution panel boxes must have all circuits labeled properly.
- Smoke detectors must be installed in all sleeping areas and corridors leading to sleeping areas. SMOKE DETECTORS MUST BE INTERLOCKED EITHER BY HARD-WIRED OR WI-FI SYSTEM. *IF a residence has gas service, all locations must also include Carbon Monoxide Detectors* (outside bedrooms). If there is an attached garage, a carbon monoxide detector must be installed in that location separately.
- Adequate garbage receptacles and storage locations.
- Stove must have a no-tip device installed.
- Adequate emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress. *If there it is a two-story structure, or has windows over 78”, it is required to have an emergency escape ladder.)*
- No exposed wiring.
- All outlets within 6 feet of any water source must be on a GFCI circuit or have that type of outlet installed.
- Adequate off-street parking for guests. No designated parking will be allowed on grassy surfaces or on streets.
- Extension cords shall not be substituted for permanent wiring in any case. Multi-plug electrical adaptors are prohibited unless they are overcurrent protected (surge protected).