



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: \_\_\_\_\_ Zone: \_\_\_\_\_ 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 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).