

City of Ocean Springs
Planning Department
P.O. Box 1800
Ocean Springs, MS. 39566
Phone 228-875-4415 Fax 228-872-5427

Office Use	
Date Received _____	
Received by _____	
App Fee Paid \$ _____	Chk or CC ?
	Chk # _____

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]. **~~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: _____



PLANNING DEPARTMENT

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BED & BREAKFAST – ENHANCED LIFE SAFETY FOR OCCUPANCY EGRESS

The following items must be complete and pass inspection prior to approval as a Bed & Breakfast (B&B) enterprise. ***Additional, location-specific Building Code requirements may apply.***

- Type 2A 10BC fire extinguishers – placed in a location visible to occupants. *NOTE: maximum travel distance to a fire extinguisher is 75 feet - additional fire extinguishers may be required.* Extinguishers must be updated annually.
- Emergency lighting with battery backup (not an “EXIT” light) in locations that will allow adequate illumination in case of emergency or power outage. The amount will be based on light levels at the walking surface.
- An evacuation plan must be included in the available house rules and must be posted in a central location. If the rented area is not located within the main structure, notice must be given to the renters regarding how to identify where they are on the property in case of a call to emergency services (i.e., “cottage behind the main house,” “bedroom over garage,” etc.)
- 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 letters and numbers must be 4” in height and have a minimum stroke width of 0.5 inches.
- All Main and Distribution panel boxes must have all circuits labeled properly.
- Outlet and switch plate covers need to be installed with 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 emergency egress from all rooms within the residence. Sleeping areas must have two (2) means of egress. Windows in sleeping areas must be operable.
- Smoke detectors must be located in all sleeping areas and corridors leading to sleeping areas. If a residence has gas service, all locations must also include separate Carbon Monoxide Detector located in the corridors leading to the sleeping areas and no more than 18” from the ground.
- All free-standing stove/range units must be equipped with anti-tipping devices.