



City of Ocean Springs
Building Department
1014 Porter Avenue-P.O. Box 1800
Ocean Springs, MS. 39564
Phone 228-875-6712

RESIDENTIAL BUILDING PERMIT

Date: _____

Contractor's Name & Business Name _____

Contractor's address _____

Contractor's phone no. _____ Email _____

Name of Home Owner _____ Phone No. _____

Is the Home Owner the General Contractor? _____ Yes _____ No

Home Owners Current Address _____

Address of job _____

Square footage _____ Total Job Cost _____

Type of job: New Residence _____ Home Addition _____ Remodel _____ Interior repair _____

Exterior repair _____ Storage Shed _____ Pool _____ Fence _____ Deck _____

Demolition _____ Other _____

Signature of Applicant _____ Date _____

*******FOR OFFICE USE ONLY*******

Zoning & Flood Plain Information

Lot# _____ Subdivision _____ Parcel Id _____ Use Zone _____

Front Yard Setback _____ Side Yard Setback _____ Rear Yard Setback _____

Flood Zone _____ DFIRM B.F.E. _____ Required B.F.E. _____

DFIRM Map/Panel No _____

Proposed F.F.E. _____ Highest Adjacent Elev. _____ Lowest Adjacent Elev. _____

Does this project require sub-division of property? _____ Yes _____ No

Date recorded with Jackson County Land Records _____

Is job located in Historical District? ___ Yes ___ No Date approved by HPC _____ M & B _____

Variances needed? ___ Yes ___ No Date Approved by Z&A _____ M & B _____

Notes: _____

Approved by _____ Date _____

Building Official

Approved by _____ Date _____

Planning Dept./Historic Committee

Approved by _____ Date _____

Public Works

Residential Permit Application Check List

Residential Construction can be permitted by the homeowner for Building, Electrical, and Plumbing but must have a licensed Mechanical contractor. All Residential construction must meet the requirements of the 2018 International Residential Code and all provisions of the 160 mph wind load requirement, 2018 Plumbing Code, 2018 Mechanical Code, and 2017 National Electrical Code. If Natural Gas will be installed in the home the requirements of the 2018 International Fuel Gas Code must be met. Construction in V Zones require foundation designs to be signed and stamped by licensed Engineer. **If Home Owner is acting as the General contractor the Home Owner will be required to sign a Home Owner Affidavit.**

Public Works will review for locations of water and sewer taps and adequate drainage. A work order will be sent to Public Works when application is received to determine tap fee cost.

Deposit and Connection Fee is paid at Water and Sewer Department the same day the standard tap fees are paid (must be separate check).

Historical Districts

If a project is within a historic district, an application for a Certificate of Appropriateness must be filed with 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 Aldermen before a building permit for the proposed construction or proposed demolition can be issued.** The Historic Guidelines Booklet may be purchased at the Planning Department for a fee.

For New Construction supply the following:

- 2 Sets** – Specifications and scaled drawings, signed by the author
- 8 ½" X 11" Site plan showing all setbacks, exterior elevations and Protected Trees (Live Oak, Magnolia, Cedar, Cypress and Sycamore)
- Foundation plan with sizes and specs labeled
- Floor Plan with adequate dimensions
- Adequate details of exterior envelope/structure
- Electrical, Plumbing and Mechanical plan (may be included in the floor plan)
- Storm Water Erosion Control **and** Tree Preservation & Protection Notice
- MDEQ small construction permit- for lots more than 1 acre to less than 5 acres required. Application is available online and/or in the building department office
- Survey
- Water and Sewer Certification Letter from Jackson County Utility Authority must be obtained before permit is issued **(fee payable to JCUA-see JCUA for fee schedule).**

Application to be reviewed by the Building Official and Public Works

For Additions supply the following:

- 2 sets**-Construction Drawings
- Foundation plan with sizes and specs labeled
- Floor Plan with adequate dimensions
- Adequate details of exterior envelope/structure
- Electrical, Plumbing and Mechanical plan (may be included in the floor plan)
- Site Plan showing all setbacks and exterior elevations Reviewed by Building Official and Public Works

If addition includes bathroom:

- Water & Sewer Certification Letter from Jackson County Utility Authority must be obtained before building permit is issued **(fee payable to JCUA- see JCUA for fee schedule)**

Application to be reviewed by the Building Official and Public Works

*****If in a Special Flood Hazard Area (SFHA) the following will be required:**

- Three (3) Elevation Certificates (Construction Drawing, Under Construction and Final)
- Non-Conversion Agreement (required in Coastal A and VE Flood Zones)
- Breakaway Wall Certification (required in Coastal A and VE Flood Zones)
- Flood Venting Affidavit
- V-Zone Building Design and Performance Certification (required in VE-Zones and Coastal AE Zones)

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

- Complete detailed scope of work

For Storage Shed/Swimming Pools/Decks/Driveways & Fences supply the following:

- Site Plan showing all setbacks and exterior elevations (Reviewed by Building Official and Public Works)
- Foundation plan with sizes and specs labeled, **if applicable**
- Floor Plan with adequate dimensions, **if applicable**
- Adequate details of exterior envelope/structure, **if applicable**

Residential Land Work supply the following:

Complete detailed scope of work (Reviewed by Building Official, Public Works & City Engineer)

I HAVE READ AND COMPLIED FULLY WITH THE ABOVE AND FOREGOING REQUIREMENTS FOR THE SUBMITTAL OF THIS PERMIT APPLICATION.

PROPERTY ADDRESS: _____

My signature this the _____ day of _____, 20__ as owner/contractor of the above described property.

Signature_____

ATTENTION:

THE FOLLOWING NOTICES MAY APPLY TO YOUR PERMIT/APPLICATION. PLEASE TAKE NOTE.

❖ EFFECTIVE MARCH 2, 2015

- THERE WILL BE NO SAME-DAY BUILDING PERMITS ISSUED
- ALL PERMIT APPLICATIONS MUST BE APPROVED BY THE BUILDING OFFICIAL AND ALL OTHER APPLICABLE DEPARTMENT SUPERVISORS
- ALL COMMERCIAL BUILDING PEREMITS MUST BE PULLED BY A LICENSED CONTRACTOR

❖ EFFEECTIVE JUNE 7, 2016

- IF YOU ARE APPLYING FOR A BUILDING PERMIT WHICH WILL INCLUDE ANY INSTALLATION OF WATER FIXTURES, YOU MUST FIRST BRING IN AN APPROVAL LETTER FROMM JCUA BEFORE YOUR APPLICATION WILL BE REVIEWED BY THIS DEPARTMENT

❖ EFFECTIVE OCTOBER 1, 2018

- ALL PERMITS ISSUED ARE SUBJECT TO THE 2018 INTERNATIONAL BUILDING CODE, THE 2018 INTERNATIONAL RESIDENTIAL CODE, AND THE 2017 ELECTRICAL CODE PER THE CITY ORDINANCES ADOPTED AUGUST 21, 2018 BY THE MAYOR AND BOARD OF ALDERMEN
- ALL METAL ROOF APPLICATIONS REQUIRE ENGINEER DOCUMENTS REFLECTING THE FOLLOWING:
 1. MINIMUM 26 GAUGE METAL
 2. 160MPH OR GREATER WIND-RATING
 3. ENGINEER STAMP FROM THE STATE OF MISSISSIPPI

THESE ARE THE MINIMUM STANDARDS FOR PERMIT SUBMISSION FOR ANY METAL ROOFS WITHIN THE CITY LIMITS; HOWEVER, THE PERMITTING AUTHORITY MAY REQUIRE MORE INFORMATION ON A PER-PERMIT BASIS

- ❖ PLEASE NOTIFY THE BUILDING DEPARTMENT 24 HOURS IN ADVANCE OF ANY INSPECTIONS YOU REQUIRE. INSPECTIONS ARE NOT GUARANTEED WITHOUT 24-HOUR NOTIFICATION
- ❖ THERE WILL BE A \$25.00 FEE FOR ALL RE-INSPECTIONS AS PER THE UDC

Date revised: 01/27/2020