



**APPLICATION FOR A  
COMMERCIAL OR INDUSTRIAL  
BUILDING PERMIT**

JACKSON CO. MS.

PLAN CASE NUMBER:

PERMIT NUMBER:

ACCEPTED BY:

APPROVED BY:

Application is hereby made for a permit under the provisions of the Comprehensive Zoning Ordinance of Jackson County and the Building, Fire Prevention and other applicable Codes of Jackson County and any amendments thereof, for the erection, construction, alteration, repair, relocation or change in use as indicated hereinafter and as shown in the accompanying plans and specifications and the representations therein contained are made a part of this application. In making this application the undersigned hereby acknowledges the validity of the zoning, fire prevention, building, plumbing, electrical and other applicable ordinances and codes of Jackson County, and agrees that the provisions thereof shall be binding upon applicant as a condition precedent to the issuance of a permit.

**APPLICANT TO COMPLETE NUMBERED SPACES ONLY**

1. PROPERTY LOCATION: \_\_\_\_\_ PARCEL # / LOT & BLOCK NO. (IF APPLICABLE) \_\_\_\_\_

2. CLASS OF WORK

NEW     ADDITION     ALTERATION     REPAIR     ACCESSORY BUILDING

OTHER \_\_\_\_\_

3. OWNER \_\_\_\_\_ PRESENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

4. CONTRACTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

5. EXISTING USE OF PROPERTY \_\_\_\_\_

6. INTENDED USE \_\_\_\_\_ 7. VALUATION OF WORK \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

8. STRUCTURE INFORMATION

SQ. FT. OF LOT \_\_\_\_\_

**BUILDING SIZE**

WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_

HEIGHT \_\_\_\_\_  
(ROOFTOP)

LIVING AREA \_\_\_\_\_  
(SQUARE FOOTAGE)

OTHER \_\_\_\_\_  
(SQUARE FOOTAGE)

TOTAL \_\_\_\_\_  
(SQUARE FOOTAGE)

**BUILDING MATERIALS**

FOUNDATION \_\_\_\_\_

EXT. WALL \_\_\_\_\_

INT. WALL \_\_\_\_\_

ROOF \_\_\_\_\_

9. SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

(A) ZONING DISTRICT : \_\_\_\_\_ COMMENTS: \_\_\_\_\_

(B) FLOODPLAIN INFORMATION:

FLOOD ZONE: \_\_\_\_\_

BASE FLOOD ELEVATION : \_\_\_\_\_

FLOODPLAIN APPROVAL: \_\_\_\_\_

ORIG	VIC		SEC		TS	RG	FL	CLASS	UNITS		
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FIRM # \_\_\_\_\_

PANEL # \_\_\_\_\_

SUFFIX \_\_\_\_\_

DATE OF PANEL \_\_\_\_\_

REQUIRED LOWEST FLOOR ELEVATION \_\_\_\_\_

FLOODWAY \_\_\_\_\_

## REQUIREMENTS FOR COMMERCIAL BUILDING PERMITS

### A. Application (Submit the following)

1. Completed Commercial Building Permit Form
2. Legal Description of the Property (Proof of ownership by way of a Warranty Deed or Deed of Trust) with parcel number.
3. An approved site evaluation report (see General Notes) or a letter from a local utility company indicating availability of water and sewer.
4. Environmental Certification letter from the Jackson County Utility Authority (<http://jcua-ms.us/certifications>)
5. If in a Special Flood Hazard Area: An Elevation Certificate, prepared by a Registered Professional Engineer or Land Surveyor, must be on file in our office prior to the start of any construction if the building location is in a Flood Zone A or V. \*Three Elevation Certificates will be required – (1) Construction Drawings, (2) Building Under Construction and (3) Finished Construction.
6. If in a Special Flood Hazard Area: A V-Zone and Breakaway Design Certificate, prepared by a Registered Professional Engineer or Land Surveyor, must be on file in our office prior to the start of any construction. (For Flood Zone “V”)
7. Site Plan (Legal survey indicating property and setback lines, building footprint and distance from property lines, septic tank and drain field location, water well location, driveway, culverts and other site features)
8. The construction documents shall reflect the **2015 International Building Code** and be prepared by a Registered Design Professional (section 106.1). Specifications and Scaled Drawings (**submit 2 sets**) – Minimum 1/4” scale, all drawings must be of the same scale.
  - a. Complete detailed specification
  - b. Site Plan (details listed in #7 above)
  - c. Grading and Site Stormwater Drainage Plan
  - d. Site Utility Plan
  - e. Foundation Plans and Details
  - f. Framing Plan(s) and Details
  - g. Floor Plan(s)
  - h. Reflected Ceiling Plan(s)
  - i. Roof Plan
  - j. Room Finish, Door and Window Schedules
  - k. Exterior and Interior Elevations
  - l. Wall Sections and Details
  - m. Building Sections
  - n. Power and Lighting Plans and Schedules
  - o. H.V.A.C. Plan and Schedules
  - p. Plumbing Plan and Schedules
  - q. Fire and Smoke Rated Partition Plan
9. Construction Site Runoff Controls Checklist (Completed and Signed)

### B. Inspections (Must be requested 48 hours in advance) Call (228) 769-3056

NO SPECIFIC TIME WILL BE GUARANTEED FOR INSPECTIONS. INSPECTIONS WILL BE PERFORMED AS SOON AS TIME AND ROUTING ALLOWS.

THE APPROVED RED-LINED SET OF PRINTS SIGNED BY THE BUILDING OFFICIAL ARE REQUIRED ON-SITE FOR INSPECTIONS.

**Depending on Permit Type the following inspections may be required: (No Inspections will be performed until all permits for the job are issued [Electrical, Plumbing, Mechanical and Gas])**

1. Footing
2. Stack Vent (rough plumbing before pouring concrete)
3. Foundation
4. Window Nailing
5. Brick Tie
6. Framing (Includes: rough plumbing, electrical and mechanical)
7. Insulation Inspection
8. Temporary Non-Occupancy (30 Day Power)

9. Final (after completion of ALL work-including permanent erosion control)

**C. General Notes**

1. Commencement of any work, prior to obtaining the required permits will result in doubling of all applicable permit fees.
2. Work allowed by any permit must commence within six (6) months of the permit issuance date; the permit shall remain valid for twenty-four (24) months from date of issuance.
3. New on-site, wastewater systems (septic tanks) must meet the requirements of the State Department of Health. You have the option to contact the Jackson County Health Department at (855) 220-0192 or apply online at (<http://msdh.ms.gov/msdhsite/ static/30,0,78.html>) or a Mississippi State Licensed Engineer of your choice to arrange for a site evaluation. Where existing wastewater systems have not been in continual use for the past six (6) months, on-site inspections are required to be performed by the State Department of Health or a Mississippi Licensed Engineer.
4. Construction site will have adequate restroom (Porto-let) facilities on site at start of construction (site preparation).
5. Construction site will have adequate dumpster for construction debris, to be placed once foundation has been completed and prior to framing.
6. The permit holder is responsible for ensuring that no erosion or escape of soil, sand, gravel or similar material from said parcel onto any public street or into any drainage channel or structure during or after construction. Failure to do so may cause your permit to be revoked. AN APPROVED CONSTRUCTION ENTRANCE WILL BE REQUIRED IN SUBDIVISIONS WITH OPEN DITCHES AND MAY BE REQUIRED ON OTHER CONSTRUCTION SITES. At anytime that the stormwater regulations are not in compliance, a stop work order may be issued and a re-inspection fee may be assessed.
7. Issuance of permits and inspections by this office shall not relieve architects, engineers, contractors, subcontractors, or owners of their responsibilities relating to full compliance with the applicable, adopted codes of Jackson County.

**TO WHOM IT MAY CONCERN:**

**I HAVE BEEN ADVISED OF COMMERCIAL BUILDING REQUIREMENTS FOR JACKSON COUNTY, MISSISSIPPI.**

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Signature of Contractor or Authorized Agent

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Date

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Location of Property

# JACKSON COUNTY PLANNING DEPARTMENT

2915 Canty Street, Suite Q  
Pascagoula, Mississippi 39567  
(228) 769-3056

## CONSTRUCTION SITE RUNOFF CONTROLS CHECKLIST

This checklist shall accompany the Building Permit Application and is to be completed before construction begins for all developments which anticipate land disturbance during construction. The purpose of this checklist is to monitor compliance with the Jackson County Zoning Ordinance, Stormwater Regulations of the Environmental Protection Agency and the Stormwater Regulations of the Mississippi Department of Environmental Quality.

1. What is the land area disturbed by the construction of this project? \_\_\_\_\_ Acres
2. Is the land area greater than one (1) acre? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. If the land area is greater than one (1) acre, has compliance with the requirements of the Mississippi Department of Environmental Quality and the United States Environmental Protection Agency been attained? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Check below the best management practices that will be used in the completion of this project.

- |                          |                                    |                          |                              |
|--------------------------|------------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Land Grading                       | <input type="checkbox"/> | Vegetated Buffer             |
| <input type="checkbox"/> | Permanent Diversions               | <input type="checkbox"/> | Construction Sequencing      |
| <input type="checkbox"/> | Preservation of Natural Vegetation | <input type="checkbox"/> | Temporary Diversion Dikes    |
| <input type="checkbox"/> | Construction Entrances             | <input type="checkbox"/> | Wind and Sand Fences         |
| <input type="checkbox"/> | Check Dams                         | <input type="checkbox"/> | Brush Barriers               |
| <input type="checkbox"/> | Filter Berms                       | <input type="checkbox"/> | Silt Fence                   |
| <input type="checkbox"/> | Grass Lined Channels               | <input type="checkbox"/> | Storm Drain Inlet Protection |
| <input type="checkbox"/> | Chemical Stabilization             | <input type="checkbox"/> | Site Waste Management        |
| <input type="checkbox"/> | Mulching                           | <input type="checkbox"/> | Vehicle Washing and          |
| <input type="checkbox"/> | Permanent Seeding                  | <input type="checkbox"/> | Maintenance                  |
| <input type="checkbox"/> | Sodding                            | <input type="checkbox"/> | Sediment Basins and Rock     |
| <input type="checkbox"/> | Soil Roughening                    | <input type="checkbox"/> | Dams                         |
| <input type="checkbox"/> | Geotextiles                        | <input type="checkbox"/> | Sediment Filters/Textiles    |
| <input type="checkbox"/> | Gradient Terraces                  | <input type="checkbox"/> | Sediment Trap                |
| <input type="checkbox"/> | Soil Retention                     | <input type="checkbox"/> | Temporary Slope Drain        |
| <input type="checkbox"/> | Spill Prevention and Control Plans |                          |                              |

If you should need additional information concerning this, please contact Darrell Stringfellow at (228) 769-7458 or the Mississippi Department of Environmental Quality. Please sign below stating that you will comply with the Stormwater Regulations to the best of your ability.

Respectfully submitted,

Darrell Stringfellow  
Sr. Inspector/Subdivision Coordinator

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location of Property

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# STORMWATER TRAINING CERTIFICATION FORM

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This form is to be completed by each Contractor responsible for the installation, operation and maintenance of any construction stormwater best management practices necessary to complete the requirements of the Stormwater Pollution Prevention Plan. This complete form must be included in, or kept with, the Stormwater Pollution Prevention Plan. A copy will be retained by the County in the Registered Contractor's file for one year.

I certify under penalty of law that I understand the terms and conditions of the Mississippi Department of Environmental Quality's Large Construction or Small Construction General Permit that allow stormwater discharges associated with construction activity. I also certify that I have received stormwater related education materials for construction activities from Jackson County and will implement, install, and properly maintain erosion and sediment controls at any site with land disturbance activities greater than 1 acre.

- I have received a copy of the Small Construction General Permit
- I have received a copy of the Large Construction General Permit
- I have received a copy of the *Planning and Design Manual for the Control of Erosion, Sediment, and Stormwater*
- I have received a copy of Jackson County's ordinance for Stormwater Runoff, Illicit Discharges, and Illegal Connections.
- I have read and understand my responsibilities for erosion and sediment control as outlined in Jackson County's ordinances and subdivision regulations.
- I understand that failure to reasonably control sediment from land disturbing activities is considered a violation of County Ordinance, MDEQ's general permits, and the Clean Water Act and can result in suspension of work, monetary fines, and possible criminal penalties.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Company Phone: \_\_\_\_\_

License #: \_\_\_\_\_ Licensing Agency: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_