

# A

## APPLICATION FOR A RESIDENTIAL 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 \_\_\_\_\_

**JACKSON COUNTY BOARD OF SUPERVISORS  
PLANNING DEPARTMENT**

**REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS**

**A. Application (Submit the following)**

1. Completed Residential 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.
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 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 **2018 International Residential 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. Foundation Plan and Details
  - b. Floor Plan(s)
  - c. Exterior Elevations
  - d. Typical Wall Section(s)
  - e. Framing Details may be required
  - f. Power, Lighting and Panel Board Schedule
  - g. Heat, Ventilation and Air Conditioning Plan
  - h. Plumbing Plan
9. Storm water Drainage Plan
10. Construction Site Runoff Controls Checklist (Completed and Signed)
11. Self-Contractor Letter signed by the property owner (when applicable)

**B. Inspections (Must be requested 48 hours in advance) Call (228) 471-1142**

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)

**JACKSON COUNTY BOARD OF SUPERVISORS  
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**C. General Notes**

1. Residential building permits are valid for 180 days. An extension may be granted if there have been substantial improvements or construction during the initial 180 days.
2. Commencement of any work, prior to obtaining the required permits will result in doubling of all applicable permit fees.
3. Failure to schedule/receive required inspection will result in Stop Work Order and/or doubling of all applicable permit fees.
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 construction.
6. 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 (601)576-7400 or apply online at ([http://msdh.ms.gov/msdhsite/\\_static/30.0.78.html](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. Where mobile homes (with wastewater systems) are being replaced by a new, single-family residence, a re-inspection of the wastewater system by the State Department of Health or a Mississippi State Licensed Engineer of your choice is required unless the applicant can provide documentation of a previous inspection, to the Planning Department.
7. 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.
8. 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 RESIDENTIAL 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