



Minimum Residential & Commercial Permit Requirements

- Compliance with adopted codes is required.
- Contractors and/or Sub-contractors MUST be licensed in accordance with state and local statute.

SUBMIT: A copy of the **deed**, to establish ownership of the property. A copy of the **tax receipt**, to identify the parcel number assigned to the property. A copy of the **water & sewer receipt**, to establish that all required fees & deposits have been paid.
A completed **building permit application** with the owner's phone number & the following documents

SUBMIT: 2 complete sets of Plans –

Site Plan – Include ALL setback delineations and drainage details; you cannot discharge your surface water onto adjacent property.

(**3** site plan sets are required for **Commercial**)

Foundation Plan with supporting details

Floor Plan – Include ALL rooms, entries and storage areas clearly marked

Electrical Plan, Plumbing Plan, & Mechanical Plan (a/c & heating) of sufficient detail to demonstrate Code compliance

Exterior Elevations – Include all **4** exposures of the structure

Details of any accessory structure(s), swimming pool, & fencing proposed as part of the permit

A Statement from the architect and/or designer that the plans meet the minimum requirements of the 2006 International Residential Code (IRC)

Additional Requirements for property located within a Special Flood Hazard Area

- Compliance with the adopted Flood Damage Prevention Ordinance (FDPO) and **1ft** Free Board is required.
- Contractors and/or Sub-contractors MUST be licensed in accordance with state and local statute.
- Non-Conversion Agreement is provided and it is required to be recorded with the Chancery Clerk Office of Harrison County.

SUBMIT: 3 Elevation Certificates are required throughout the development process as follows-

Construction Drawings – at the time of the building permit application

Bldg Under Construction – once lowest floor is established; within 21 days

Finished Construction – once ALL construction is complete

Floodproofing Certificate – maybe required for Commercial development along with 3 Elevation Certificates

NOTE:

A Finished Construction Elevation Certificate is required for existing structures that are not substantially damaged by flood (under 50% of the market value) to ensure compliance with our Flood Damage Prevention Ordinance.

A Bldg Under Construction Elevation Certificate along with a **Finished Construction Elevation Certificate** are required for structures substantially damaged by flood (equal or exceed 50% of the market value) and must be elevated **1ft** above the Base Flood Elevation (BFE), as stated within FDPO.

Please Be Aware:

If using existing pilings or piers, a MS Certified Architect or Engineer MUST stamp plans to prove safety.

Velocity Zone Requirements:

A Guideline Packet is provided for development within the VE zone; Elevation Certificates are required along with the Non-Conversion Agreement.

Drainage:

In order for the drainage system to operate efficiently the ditches, streams, and channels must be kept clean as possible. Debris, even leaves and grass clippings, obstruct the flow of water and cause overflow onto the streets and yards. It is illegal to take any action that will impede the flow of water in ditches and waterways. Before making any changes to the existing drainage of your property please discuss your plans with **Public Works** 228.392.9734

Floodplain Management (FPM):

Any enclosed area below the Base Flood Elevation (BFE), within the AE & VE zones, shall be used solely for parking of vehicles, limited storage, or access to the building and WILL NEVER be used for human habitation. All interior walls, ceilings and floors below the BFE shall be unfinished or constructed of flood resistant materials. Mechanical, electrical, or plumbing devices SHALL NOT be installed below the BFE. In the VE zones, utilities SHALL NOT be attached to or pass through BREAK AWAY WALLS. The walls of any enclosed area below the BFE, within the AE zone, shall be equipped and remain equipped with at least 2 flood openings (vents) which permit the automatic entry and exist of floodwater with total openings of at least 1 sq inch for every sq ft. The flood openings (vents) shall be on at least 2 different walls and the bottoms of the openings shall be no more that 1ft above grade. In the VE zone, any enclosed area below the BFE shall be equipped and remain equipped with non-supporting BREAK AWAY WALLS, open lattice, or insect screening also, any BREAK AWAY enclosure is to be designed to fail under base flood conditions without jeopardizing the elevated structure.

For assistance in determining your flood risk, please click onto our **Geoportal Maps link** when you visit our website.

FPM Updates:

The new Digital Flood Insurance Rate Maps (DFIRMs) are the current effective FIRMs as of June 16, 2009 along with an effective 1ft Free Board which is stated within our Flood Damage Prevention Ordinance. To view our **Flood Damage Prevention Ordinance**, please visit our website.

The Importance of Flood Insurance:

STANDARD property insurance or HOMEOWNER'S insurance policies DO NOT cover flood damage or losses. Remember that policies have a 30-day waiting period BEFORE coverage goes into effect. Therefore, we greatly encourage you to purchase flood insurance. The 26% chance of experiencing a flood during the life of a 30-yr mortgage tells you that flood insurance is IMPORTANT!

For more information on determining your flood risk, finding an agent, or estimating your own premiums visit:

www.fema.gov/nfip or www.floodsmart.gov or phone 1.800.427.4661 or 1.866.925.8789

2006 International Codes

- Adopted July 5, 2006

Building Code

Residential Code

Property Maintenance Code

Energy Conservation Code

Plumbing Code

Fuel Gas Code

Mechanical Code

Fire Prevention Code

2005 National Electrical

Building Division Staff:

David A 'Hank' Rogers

Certified Building Official (CBO)

Certified Floodplain Manager (CFM)

Floodplain Administrator

Scott Jordan

Certified Building Inspector

Steven Curtindale

Certified Building Inspector

Jeff Harbour

Code Enforcement Officer

Cassandra 'Cassi' Thompson

Permit Clerk

License Agent

Jennifer Patin

Community Rating System (CRS) Coordinator

Certified Floodplain Manager (CFM)

We are Available for Assistance – We Strive to Deliver the Best Service Possible