



## INSTRUCTIONS TO APPLY FOR COMMERCIAL PROJECT PERMIT:

**IMPORTANT REMINDER FOR CONTRACTORS:** THE FIRST STEP FOR OWNERS: OWNERS MAY NOT BE AWARE THAT THEIR PROJECT MAY REQUIRE APPROVAL FROM THE PLANNING DIVISION. ALL NEW COMMERCIAL BUILDINGS/COMMERCIAL ADDITION OF SQUARE FOOTAGE OR AFTER EXTERIOR CHANGE IN OCCUPANCY USE WILL REQUIRE APPROVAL. IF THEY HAVE NOT DONE SO, THEY SHOULD CALL CITY OF HATTIESBURG PLANNING DEPT. AT 601.545.4599. THE PLANNING DIVISION HAS A COMPLETELY SEPARATE PAPERWORK PROCESS, FEE, AND SCHEDULE.

### TO FILL OUT PERMIT APPLICATION:

1. ALL COMMERCIAL PLANS FOR PROJECTS OF 5,000 SF OR MORE MUST BE STAMPED AND SIGNED BY MS LICENSED ARCHITECT-The seal does not have to be a wet seal, but each page must be signed/stamped.
2. IF YOU HAVE ANY SPECIFIC QUESTIONS ABOUT YOUR PLANS, PLEASE CALL THE BUILDING DEPARTMENT BEFORE DRAFTING THEM. **3 ORIGINAL SETS MUST BE SUBMITTED WITH A \$200.00 CHECK MADE PAYABLE TO THE CITY OF HATTIESBURG.** THIS IS THE PLAN REVIEW FEE AND IT **IS NOT THE PERMIT FEE.** (GRADING ONLY: No building plans required, in most cases a site plan will be required.)
3. **SITE PLAN AFFIDAVIT NEED TO BE SUBMITTED WITH THE APPLICATION. (IF SITE PLAN REVIEW MEETING WAS REQUIRED BY PLANNING) This 2-PAGE document will need to be notarized and submitted with the permit application. THE PLANNING DIVISION WILL GIVE THIS DOCUMENT TO THE OWNER AFTER THE SITE PLAN REVIEW COMMITTEE HAS APPROVED THE PROJECT.**
4. IF THE PROJECT IS \$50,000 OR LESS, THE OWNER MAY CHOOSE TO PULL THE PERMIT THEMSELVES, HOWEVER, THE SUB-CONTRACTORS FOR ELECTRIC, MECHANICAL, PLUMBING, FIRE SPRINKLER/SECURITY **MUST** BE LICENSED WITH THE CITY OF HATTIESBURG.
5. **A LICENSE WITH THE CITY OF HATTIESBURG IS NOT THE SAME AS A LICENSE WITH THE STATE. STATE LICENSE MAY TAKE UP TO A MONTH TO COMPLETE. PLEASE CALL THE BUILDING DIVISION TO CONFIRM THAT THE CONTRACTOR IS LICENSED WITH THE CITY.**
6. AN APPLICATION AND PERMIT FEE SCALE HAVE BEEN ATTACHED. PLEASE CALL IF YOU NEED ASSISTANCE. WE WILL BE HAPPY TO HELP YOU.
7. IF YOU ARE MAILING YOUR PERMIT APPLICATIONS/PLANS BY FED EX OR UPS. PLEASE USE OUR PHYSICAL ADDRESS:

**CITY OF HATTIESBURG  
1<sup>ST</sup> FLOOR BUILDING DIVISION  
200 FORREST STREET  
HATTIESBURG MS 39401**

**Building Permit Office Phone Number: 601-554-1004 or 601-545-4555**



# BUILDING PERMIT Application

CITY OF HATTIESBURG  
BUILDING DIVISION

P. O. Box 1898  
Hattiesburg, MS 39403-1898  
Phone (601)-554-1004  
Fax (601)-545-4688

**TO BE COMPLETED BY APPLICANT: (Please print)**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Business/Residential Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**TYPE OF CONSTRUCTION:**

\_\_\_\_\_ ← (initial)

Structure: New \_\_\_\_\_ Existing \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_

Gross Sq. Ft: \_\_\_\_\_ Number of Floors: \_\_\_\_\_

Single Family Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Multi-Family: \_\_\_\_\_ Duplex: \_\_\_\_\_

(No. of apartment buildings \_\_\_\_\_ No. of units per building: \_\_\_\_\_ Total no. of units: \_\_\_\_\_)

CIRCLE ONE: Addition / Repair / Remodel / Roof / Grading / Other

Describe fully: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSTRUCTION PLAN SUBMITTAL REQUIREMENTS:**

(3 sets of plans) Commercial (new/renovation/repairs) with approved site plan affidavit, if applicable, or (2 sets of plans) Residential (new/renovation/repairs).

**DEMOLITION/REMODEL/RENOVATION:** I understand that it is my responsibility to verify if there are Asbestos-containing materials at this site. Also, I will abide by the Mississippi Department of Environmental Quality (MDEQ) regulations to properly remove the materials. Please call the MDEQ at (601)961-5769.

Mailing address: MDEQ, P.O. Box 2339, Jackson, MS, 39225-2339

Website: [www.deq.state.ms.us](http://www.deq.state.ms.us)

\_\_\_\_\_ ← (initial)

**CONTRACTOR INFORMATION:**

Contractor: \_\_\_\_\_  
 Project: Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 Electrical: \_\_\_\_\_  
 Site Sewer line/Water: \_\_\_\_\_  
 Plumbing/Gas: \_\_\_\_\_  
 Mechanical: \_\_\_\_\_  
 Sprinkler: \_\_\_\_\_  
 Fire Alarm: \_\_\_\_\_  
 Hood System: \_\_\_\_\_  
 Fire Marshal Notified: \_\_\_\_\_ Fire Marshal Plans: \_\_\_\_\_

VERIFIED BY LDC:		
INS _____		SL _____
RR _____	RB _____	GC _____
INS _____		SL _____
INS _____		SL _____
INS _____		SL _____
INS _____	EPA _____	SL _____
INS _____		SL _____
INS _____		SL _____
INS _____		SL _____

**SITE CLEAN UP:**  
 Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Dirt, mud, construction material or other debris deposited upon public right-of-way or private property as a result of construction and/or demolition shall be removed by the contractor by the end of each work day.*  
 Signature of responsible party for clean-up/disposal: \_\_\_\_\_ ← (sign)

**TOTAL JOB COST:** \_\_\_\_\_  
 Grading Cost: \_\_\_\_\_

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT:**

\_\_\_\_\_ ← (sign)

FEES	
Permit:	_____
Plans Review:	_____
Grading Permit:	_____
Penalty:	_____
<b>TOTAL:</b>	_____

**OFFICE USE ONLY**

PPIN#: \_\_\_\_\_ Parcel#: \_\_\_\_\_ Zoning Class: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ CRS \_\_\_\_\_  
 Appraised Building Value: \_\_\_\_\_ Substantial Improvement Log Posted: \_\_\_\_\_  
 Flood Elevation Certificate: \_\_\_\_\_ Elevations Received: Pre- \_\_\_\_\_ Post - \_\_\_\_\_ Const. \_\_\_\_\_  
 Historic Dist.: \_\_\_\_\_ COA.: \_\_\_\_\_ LOC.: \_\_\_\_\_ Mid-Town Dist. \_\_\_\_\_  
 Code Enforcement: Violation(s): \_\_\_\_\_ Ward: \_\_\_\_\_ Council Resolution: Y N Officer approval: \_\_\_\_\_

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Permit Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_ Permit Number(s): \_\_\_\_\_  
 Cross Reference Permit Number: (grading, etc.): \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# BUILDING PERMIT Acknowledgement

CITY OF HATTIESBURG  
BUILDING DIVISION

P. O. Box 1898  
Hattiesburg, MS 39403-1898  
Phone (601)-554-1004  
Fax (601)-545-4688

**RE: Owner Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

I, \_\_\_\_\_, do hereby acknowledge that:  
*Print Owner's Name*
*Initial*

	<i>Initial</i>
1. I am the Contractor _____, Owner _____, or Other _____, Specify _____	
2. The field copy of the plans must be on site at all times.	
3. The Contractor or a representative will be on site for all inspections.	
4) Twenty four hour notice is required for all inspections.	
5) The Building cannot be used or occupied until all finals have been done and a Certificate of Occupancy has been issued.	
6) No licensed Contractor will allow an un-licensed Contractor to work.	
7) When changing a contractor or sub-contractor, an affidavit from the new Contractor must be submitted prior to the change.	
8) Any changes to the approved site plan or building plans must be resubmitted to the City for approval prior to construction.	
9) I understand that if an electrical inspection reveals that repairs need to be done before electrical service can be restored, I must retain a Licensed Electrician at my own expense and a re-inspection fee may be applied.	
10) I acknowledge that it is my responsibility to make sure all required inspections are completed by the City before covering up any work and understand that if I fail to do so, I will be required to remove any dirt, concrete, insulation, sheetrock or any other materials that may conceal construction components that will need to be inspected.	



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**Building Permit  
Final Administrative Regulation Form**

City of Hattiesburg  
Building Division

P. O. Box 1898  
Hattiesburg, MS 39403-1898  
Phone (601) 554-1004  
Fax (601) 545-4688

FINAL ADMINSTRATIVE RULE/REGULATION ADOPTION  
STATE BOARD OF CONTRACTORS  
STATE OF MISSISSIPPI

Effective October 15, 2007 the following administrative rule/regulation has been officially adopted by the Mississippi State Board of Contractors.

Once a building permit is issued to a residential builder or remodeler, or the holder of a certificate of responsibility by a municipal or county building official, or any other authority charged with the duty of issuing local building permits, such licensed residential builder or residential remodeler or holder of a certificate of responsibility shall exhibit a sign at the permitted job site which shall include, prominently displayed in lettering at least two (2) inches high and twelve (12) inches wide, the license or certificate of responsibility number of the residential builder or residential remodeler or holder of the certificate of responsibility and the State issuing it.

\_\_\_\_\_  
Name of Contractor Company:

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

\_\_\_\_\_  
Contractor Signature:

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



## EPA/HUD Lead Renovation, Repair, & Painting Certification

**Are you ready?**

The Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) issued a rule requiring the use of lead-safe practices.

All firms and individuals performing or desiring to perform renovation, repair, or painting work must become certified by April 22<sup>nd</sup>, 2010. [www.epa.gov/lead/pubs.renovation.htm](http://www.epa.gov/lead/pubs.renovation.htm)

This regulation applies to housing and children-occupied facilities built before 1978 and impacts:

Contractors (General, Plumbing, Electrical, HVAC, Painting, etc.)

Child Care Facilities and Schools

Property Owners and Maintenance Workers of Rental and Multi-family Housing

Renovators and Remodelers

Mississippi State University's Safety Environmental Unit is now an EPA-Accredited Renovation, Repair, and Painting Program training provider;

Renovator Initial Training Course

Renovator Refresher Training Course

Dust Sampling Technician Training Course

To Register

Call (662)-325-5002 or visit [www.ce.msstate.edu/training](http://www.ce.msstate.edu/training)

I do here certify that I have read the above notice and I agree to comply with the above EPA regulations concerning lead based paint testing and abatement.

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_



## Building Permit Fee Scale

City of Hattiesburg  
BUILDING DIVISION  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
Phone (601) 554-1004  
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The following permit fee schedule will be used to calculate all other types of permit/inspections for new, expansion or renovation construction for residential\* and/or commercial work, demolitions, land disturbance (including grading, grubbing, and/or clearing) signs, and said fees shall be made prior to issuance of permit:

\$1 to 500.00	\$24.00
\$500.01 to \$2,000	\$24.00 for the first \$500, plus \$3.00 for each additional hundred or fraction thereof
\$2,000.01 to \$40,000	\$69.00 for the first \$2,000 plus \$11.00 for each additional thousand or fraction thereof
\$40,000.01 to \$100,000	\$487.00 for the first \$40,000 plus \$9.00 for each additional thousand or fraction thereof
\$100,000.01 to \$500,000	\$1,027 for the first \$100,000 plus \$7.00 for each additional thousand or fraction thereof
\$500,000.01 to \$1,000,000.00	\$3,827 for the first \$500,000 plus \$5.00 for each additional thousand or fraction thereof
\$1,000,000.01 to \$5,000,000.00	\$6,327 for the first \$1,000,000 plus \$3.00 for each additional thousand or fraction thereof
\$5,000,000.01 and over	\$18,327 for the first \$5,000,000 plus \$1.00 for each additional thousand or fraction thereof

TOTAL PROJECT VALUATION:

FEE:

**Additional information, or inspection trips, made necessary through the failure of a contractor to specify location of installation, or failure to install equipment properly, or to otherwise create conditions making such additional inspections or trips necessary, are hereby designated "Re-Inspections." For each such "Re-Inspections," the designated Re-Inspect Fee shall be charged against and paid by said contractor into the treasury of the City of Hattiesburg.**

**Permit fees shall apply to all owners, contractors, and non-profit organizations, with the only exception being those non-profit organizations (with approved non-profit charters) providing construction services on a totally volunteer basis for new, expansion or renovation construction on single-family residences.**