

Application for Permit

Name of Owner: _____
Physical Address: _____
Mailing Address: _____
Phone Number: _____

Name of Contractor: _____
Mailing Address: _____
Phone Number: _____

Please select one of the following

New Construction _____ Remodel _____ Addition _____ Sign _____
Demolition _____ Maintenance _____ Sitework _____ Roofing _____
Total Square Feet: _____ Area of Heated Space: _____

Type of Construction

Residential _____ Commercial _____

Check List

_____ Site Plan _____ Foundation Plan _____ Building Plan _____ Electrical Plan
_____ Plumbing Plan _____ Mechanical Plan

Description of work to be performed

Manufactured Home Registration Number: _____

I hereby certify that I have read this application and that all information contained herein is true and correct: that I Agree to comply with all applicable codes, ordinances, and state laws regulating building construction; that if zoning or permitting procedures are violated, all work shall be stopped, and structure may be required to be removed; that I am the owner authorized to act as the owner's agent for the heron described work; and that the total valuation is \$ _____

Signature: _____ **Date:** _____

Demolition/Remodel/Renovation: I understand that is my responsibility to verify if there is Asbestos containing materials. Also, I will abide by the codes of Mississippi Department of Environmental Quality (MDEQ) to properly remove the materials.

Signature _____

For more information on asbestos removal, removal call MDEQ at 601-961-5164

Contractor Information

General Contractor _____
To be verified by Building Dept. _____ INS _____ BND _____ LIC

Electrical Contractor _____
To be verified by Building Dept. _____ INS _____ BND _____ LIC

Plumbing Contractor _____
To be verified by Building Dept. _____ INS _____ BND _____ LIC

Mechanical Contractor _____
To be verified by Building Dept. _____ INS _____ BND _____ LIC

Speciality Contractor _____
To be verified by Building Dept. _____ INS _____ BND _____ LIC

If Commercial Project over \$10,000.00 Must provide MPC Number: _____

Contractor responsible for clean up: _____

Address: _____

Phone Number: _____ Company Name: _____

Signature of party responsible for clean up: _____

It is the responsibility of the individual/contractor to get each departments approval, departments must sign before permit can be issued.

Zoning Type: _____ Flood Zone: _____ Permit Number: _____

Zoning Administrator: _____

Fire Marshal: _____

Water/Sewer: _____

Building Official: _____

Sign Administrator: _____

Certificate of Occupancy Date: _____

Failed Inspections: _____

Remarks: _____

City of Magee
Building Department
Policies and Procedures

Building Code Services

This office governs the administration and enforcement of the 2015 International Building Codes, Fire, Gas, Mechanical, and Plumbing Codes, and National Electric 2014, herein referred to as the “technical code” as adopted by Board of Alderman on September 2014.

Other related Ordinances include, but is not limited to: Zoning, Flood Prevention, Subdivision, Sewer Use, Solid Waste, Storm Water Pollution Prevention and various State and Federal Laws which apply to construction

The purpose of these technical codes is to establish the minimum requirements to provide a reasonable level of safety, health, and general welfare through structural strength, means of egress, stability, sanitation, adequate light and ventilation, energy conversation, and for providing a reasonable level of life safety and property protection from the hazards of fire, explosions, or dangerous conditions and to provide a reasonable level of safety to firefighters and first responders during emergency situations.

Do I Need a Permit?

Any person(s), homeowner or contractor needs a permit that will apply to construction, alterations, movement, enlargement, replacement, repair, equipment, use of occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Inspections are required on all concealed work. No work may be covered prior to approval from the Building Inspector. All appropriate permits must be obtained prior to requesting an inspection and all required work must be ready when called. When the inspection is approved, the posted permit card will be signed.

Contractor Requirements

All contractors are required to be bonded, insured and licensed. All contractors and subs must have a current \$5,000.00 bond, proof of general liability insurance, and a current license with the City of Magee. General contractors must provide MPC numbers for all construction valued above \$10,000.00 in accordance with State Tax Commission. These items are need prior to the issuance of permits.

The Permit Process

Zoning Department

It is the responsibility of the owner/contractor to review the site plans with the Zoning Administrator. All construction must meet the criteria of the Zoning Ordinance. Failure to meet zoning standards may result in the revocation of building permit.

Building Department

The inspector will conduct a plans review of the project. All construction must meet the requirements of the 2021 International Code Council family and the 2020 National Electric Code/NFPA 70. **Poor quality, partial, or incomplete plans will not be accepted.** One set of drawings may be required for remodel projects if the Building Official so determines following initial interview.

Guide to Residential Construction Inspections

Rough in Plumbing - this inspection occurs before any plumbing lines are covered.

Foundation - a foundation inspection is required before pouring concrete. Steel, frame work, vapor barrier, termite treatment, post tension cables, etc. will be inspected. All ditches, wire, reinforcing, and plumbing will need to be installed per building specifications for this inspection.

Framing - before insulation and wall covering. Included in this inspection are framing, electrical and HVAC rough in and plumbing top out.

Gas - pipes will be pressured up to 15 psi and hold for 15 minutes.

Sewer - taps are performed by City personnel, using SCH 60 up to the City Right of Way.

Final Inspection - all painting, trimming, etc. should be completed and unit is ready for occupancy. House numbers must be visible from street, contrast in color of the structure and a minimum of 4" in height.

*** No one is to occupy the property until completion of final inspection and a Certificate Occupancy has been issued. ***

Guide to Commercial Construction

Applications for commercial building permits and apartments must be accompanied by the plans and information below:

Site Plans

Site Plans are required for all new, expanded, relocated or reconstructed structures within all commercial or industrial zoned districts, and shall be presented to the Zoning Administrator for review. **Two sets of site plans are required and shall show the following information:**

Property Lines

**Right of Way of existing/
purposed streets**

Existing and proposed easements

Water/Sewer layouts

Other additional data necessary for a thorough evaluation

Drainage plan and Calculations

Floodplain Design

Sign Locations

Existing and proposed building lines

Curb cuts, driveways, parking lot layouts

Construction Drawings

Two complete sets of construction drawings showing all sections of structures are required. Fire separations and or fire walls must be included. All electrical, mechanical, and plumbing details are needed for complete review.

Floodplain

Development in a Special Flood Hazard Area must meet the guidelines of the Flood Prevention Ordinance. Special consideration must be made to assure your structure is within these guidelines. Development within a flood zone requires separate inspections which coincide with other inspections. Determinations are made using the Firm Map and the actual as built structure along with site plans. A registered, certified surveyor must provide documentation on the BFE and Lowest Floor. The City imposes a 2 foot free-board.

The elevation certificate must be complete before a permit is issued.

Fire Department

A second set of drawings shall be made to the Fire Marshal's Office for approval. All related facets of construction must meet the 2021 International Fire Code and NFPA Life Safety Codes. Related inspections will be made by the Fire Marshal's Office.

Water and Waste Water Department

Determination of water/sewer services will be made by the Water/Waste water Supervisor. In the events these are not available, no permit will be issued until sufficient documentation of acceptance from the Mississippi Department of Health has been provided. Request and payment of water and sewer taps does not obligate the City to provide these services, should payment be made and services are not available, these fees will be refunded.

Guidelines to Residential Construction

One complete set of drawings that included:

Site plane including existing buildings, purposed buildings, driveways, fences, and setbacks for purposed buildings from property lines.

Floor Plan

Plumbing Plan

Electrical Plan including service and distribution panel locations

Foundation layout including typical footing section

Drawing of a typical wall, ceiling joist, and roof section, including bracing spans and all beams

Elevation of land if property is in flood area

Total project cost. **(The Building Official may use a base square footage price to determine the permit fee.)**

Name, current mailing address and phone number

A Mississippi Certified Architect or Engineer must stamp all plans of buildings more than 3,000 square feet

A Complete Set of Construction Plans Included:

Site Plans	Mechanical Plans
Structural Plans	Electrical Plans
Grading	Fire Protection
Erosion Control	Utility
Plumbing Plans	Architectural

Fire Department

Fire lanes, fire hydrants, fire notification and suppression system must be included. If hydrants are located off site, provide an area plan showing location of the nearest existing fire hydrant.

Design Professional

The Design Professional shall be an architect or a registered engineer in the State of Mississippi or shall affix official seal to the following drawings:

- Group A, E, I occupancies
- Structures more than 2 Stories
- Structures 5,00 square feet or more

General

It is the responsibility of the person who obtains the permit to provide solid waste for all construction debris, trash, trees, trimmings, etc. The City does not provide services for construction debris. No burning of construction materials is permitted at construction site.

Adequate time is required for Plan Review. Most residential reviews will be completed within five working days. Commercial Plan review may take up to two weeks to complete. All plans must be reviewed and approved by the Zoning Department, Fire Marshal, and Building Official before a permit will be issued.

The permit placard must be placed in the front of the structure, visible from the street. A placard is provided and will be signed by the inspector when an inspection has passed. Not obtaining an inspection may be cause for completed work to be demolished.

The City of Magee, in cooperation with the Mississippi Department of Environmental Quality (MSDEQ), does adhere and uphold guidelines set forth by MSDEQ. Some provisions include Storm Water Phase II, Asbestos Abatement, Lead Paint Abatement, etc. It is the responsibility of permit purchaser to make determinations with MSDEQ. They can be reached at 601-961-5171.

Mud, silt, or debris brought on the street or into a storm drain or ditch by contractor but be immediately cleaned by the owner/contractor.

Any changes made after the permit has been issued must be approved by Building Official. **The Building Official and Fire Marshal reserve the right of entry at any time during the construction phase for inspection purposes.**

Fee Schedule

Less than \$2,500	No fees
\$2,500 up to \$50,000	\$30 for first \$2,500 plus \$4 per thousand thereafter
\$50,000 up to \$100,000	\$270 for first \$50,001 plus \$5 per thousand thereafter
\$100,000 up to \$500,000	\$550 for the first \$100,001 plus \$4 per thousand thereafter
\$500,000 and up	\$1900 for first \$500,001 plus \$3 per thousand thereafter

- * Valuation data is obtained from the Southern Building Code Congress and Marshall Swifts Publication Company.
- * Fees apply to **NEW** and **REMODEL** construction.
- * Valuations based on a \$52 per square foot of heated living area.
- * Permit fees are **DOUBLED** if work has begun **WITHOUT** issuance of permit.
- * HVAC, plumbing, and electrical permits are based on \$5 per square foot.

Required Zoning Set Backs From Right of Way

<u>Zone</u>	<u>Front</u>	<u>Rear</u>	<u>Side</u>	<u>Minimum Lot Size</u>
R-1	30 ft.	25 ft.	8 ft.	11,200 sq. ft.
R-2	25 ft	20 ft	5 ft.	8,500 sq. ft (SFD) 11,000 sq. ft. (duplex)
R-3	40 ft.	25 ft.	25 ft.	2 Acres
R-E	50 ft.	50 ft.	25 ft.	1 Acre
R-M	20 ft.	10 ft.	10 ft.	10 Acres
M-X	25 ft.	20 ft.	5 ft	8,500 sq. ft. (SFD); 11,000 sq. ft. (duplex)