



**City of Pascagoula**  
**BUILDING PERMIT APPLICATION**

City of Pascagoula Building Department - PERMIT NO.: \_\_\_\_\_ Development/Building Permit Information  
DATE ISSUED: \_\_\_\_\_, at 4015 14<sup>th</sup> St, Pascagoula, Ms. 39567 (228) 938-6620 Please read and fill in all information that is requested. Failure to complete this application may result in a delay in issuing the desired permit.

PLEASE PRINT LEGIBLY

**A. CONTRACTOR INFORMATION**

CONTRACTOR COMPANY NAME: \_\_\_\_\_  
CONTRACTOR NAME \_\_\_\_\_ PHONE NO: (\_\_\_\_) \_\_\_\_\_  
LICENSE NO: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**B. PROPERTY INFORMATION**

JOB STREET ADDRESS: \_\_\_\_\_ LOT(S) \_\_\_\_\_ BLOCK: \_\_\_\_\_

JOB PROPERTY TAX NO: \_\_\_\_\_ SUDIVISION \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_ PHONE NO: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK NO:(\_\_\_\_) \_\_\_\_\_

BUILDING SQ FOOTAGE: \_\_\_\_\_ LENGTH X WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

DIMENSIONS OF PARCEL: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

OTHER STRUCTURES ON PROPERTY: \_\_\_\_\_ OFF STREET PARKING: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

**C. DESCRIPTION OF WORK**

1. PROPOSED DEVELOPMENT DESCRIPTION

\_\_\_\_ NEW CONSTRUCTION      \_\_\_\_ DEMOLITION  
\_\_\_\_ ADDITION                  \_\_\_\_ FILL PLACEMENT  
\_\_\_\_ ACCESSORY BUILDING      \_\_\_\_ DREDGING  
\_\_\_\_ ALTERATIONS/REPAIRS    \_\_\_\_ CLEARING LOT

2. TYPE OF CONSTRUCTION

\_\_\_\_ SINGLE FAMILY                  \_\_\_\_ SIGNS  
\_\_\_\_ EDUCATIONAL                  \_\_\_\_ FENCE  
\_\_\_\_ BUSINESS/COMMERCIAL      \_\_\_\_ BULKHEAD/PIER  
\_\_\_\_ ACCESSORY STRUCTURE      \_\_\_\_ OTHER  
\_\_\_\_ MULTI FAMILY - No. Units \_\_\_\_\_

3. DESCRIBE DEVELOPMENT: \_\_\_\_\_

4. LIMITATIONS: \_\_\_\_\_

**D. FLOOD PLAIN**

FLOOD ZONE \_\_\_\_\_ BFE \_\_\_\_\_ REQ'D LOWEST FLOOR ELEV. \_\_\_\_\_ PANEL NO \_\_\_\_\_

ELEVATION CERTIFICATE REQ'D. \_\_\_\_\_ YES \_\_\_\_\_ NO DATE RECEIVED \_\_\_\_\_

OTHER REQUIREMENTS \_\_\_\_\_

**E. ZONING**

ZONING DISTRICT: \_\_\_\_\_ PROPOSED USE \_\_\_\_\_ SPECIAL USE \_\_\_\_\_

OR VARIANCE REQ'D \_\_\_\_\_ YES \_\_\_\_\_ NO DATE RECEIVED \_\_\_\_\_

**F. PLAN REVIEW**

DATE PLANS SUBMITTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

ENGINEER NAME: \_\_\_\_\_

ARCHITECT NAME: \_\_\_\_\_

STATE OF MS. REG. NO: \_\_\_\_\_ PHONE NO:(\_\_\_\_) \_\_\_\_\_

Contractor or property owner is responsible for removing all construction debris from the site. No debris is allowed to be placed curb side. Specify the method of debris removal that will be used.

\_\_\_\_\_ **Dumpster** \_\_\_\_\_ **Self Disposal \***

\* If self-disposal is selected, debris piles must be removed weekly.

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, to grant permission for the City of Pascagoula access to the property during 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 or authorized to act as the owner's agent for the herein described work; and that the total contract or valuation is:

\$ \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

**OFFICE USE ONLY**

ESTIMATED FAIR MARKET VALUE \$ \_\_\_\_\_ BUILDING IMPROVEMENT RECORD ON FILE \_\_\_\_\_ YES \_\_\_\_\_ NO ELEVATION  
CERTIFICATE TYPE \_\_\_\_\_ CONSTRUCTION DRAWINGS \_\_\_\_\_ FINISHED CONSTRUCTION FLOOD PROTECTION METHOD  
\_\_\_\_\_ ELEVATION \_\_\_\_\_ FLOODPROOFING \_\_\_\_\_ DEMOLITION DRAINAGE PLAN REQ'D \_\_\_\_\_ YES \_\_\_\_\_ NO

## Development Permit Requirements

A development permit can not be issued until the following information is provided and all applicable items listed below have been provided.

- Properly completed application
- Plot plan indicating location of all existing buildings on the property and proposed location of the development for which the permit is applied for with setbacks indicated on the drawing.
- Construction plans sufficient to describe in detail the proposed development.
- Floor plan indicating the building size, location of all windows and doors, electrical fixtures and outlets, plumbing fixtures and dimensions sufficient to determine the size of the structure.
- Exterior elevations of the building sufficient to indicate the design of the roof and exterior of the structure.
- Complete plans designed and stamped by a Mississippi licensed architect or engineer required for the following
  - All group A,E, and I occupancies as determined by the International Building Code
  - Structures over two stories in height
  - Any structure exceeding 5000 square feet in floor area (except one and two family dwellings)
  - Prefabricated metal buildings

Additional required documents or information if development is located in a Special Flood Hazard Area (Flood Zones A, AE, AH, AO, AR, A-I thru A-30 and V, VE, or V-I thru V-30 as indicated on the Flood Insurance Rate Maps)

- Elevation certificate, based on construction drawings, certified by a registered land surveyor or professional engineer, that the lowest floor of the structure will be constructed to not less than one foot above the Base Flood Elevation, must be submitted prior to the issuance of a Development Permit.
- Elevation certificate, under construction, certified by a registered land surveyor or professional engineer, that the lowest floor of the structure has been constructed to not less than one foot above the Base Flood Elevation, must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.
- Elevation certificate, based on finished construction, certified by a registered land surveyor or professional engineer, that the lowest floor of the structure has been constructed to not less than one foot above the Base Flood Elevation, must be submitted when construction of the building is completed and prior to final inspection or release of electrical power.
- Substantial Damage/Improvement record and affidavit is required to be submitted prior to the issuance of a Development Permit
- A flood proofing certificate, certified by a professional engineer or architect must be submitted at the time of completion of the lowest floor, prior to any further construction.
- For V -Zones only. A breakaway wall certification certified by a registered professional engineer or architect and submitted within 7 days of completion of the breakaway walls.
- For V-Zones only. A certification on the superstructure and substructure design, completed by a professional engineer or architect must be submitted with this permit application.
- A Non conversion agreement must be completed and recorded with the Jackson County Chancery Clerk's land records office as a covenant and deed restriction which shall be binding on the Owner and future owners before a Development Permit is issued.
- The proposed development is located in or adjacent to a stream with or without a designated floodway and a no-rise certification completed by a registered professional engineer must be submitted prior to the issuance of a permit or the start of construction.
- The proposed development includes an alteration of a watercourse and a letter of map revision issued by the Federal Emergency Management Agency (FEMA) is required. This documentation must be submitted to the Building Official for approval prior to issuance of a permit.
- A permit from the Department of Marine Resources is required prior to issuance of a City Of Pascagoula Development permit.