



Business Telephone  
662-393-4639

**City of Southaven**  
**Department of Building Safety**  
**8710 Northwest Drive**  
**Southaven Mississippi 38671**



Business Fax  
662-280-6534

# How to Obtain a Building Permit for Residential Construction

## To Obtain a Building Permit

To apply for a building permit for residential construction, the builder/contractor must provide the following to the Building Department:

Builder/contractor shall be bonded with the City of Southaven (\$5,000)

Builder/contractor shall be licensed with the State of Mississippi when required by state law

Builder/contractor shall submit two (2) sets of stamped design plans that verify code compliance with the 2012 IRC or a letter from the designer verifying the address or location of the project when a multi-use license has been purchased from a designer. Revisions to plans must be reviewed prior to construction. Building plans shall include the following;

[https://www2.municode.com/library/ms/southaven/codes/code\\_of\\_ordinances?nodeId=CO\\_TITIVBUBURE\\_CH2CO\\_ARTIBU\\_S4-27BUPERE](https://www2.municode.com/library/ms/southaven/codes/code_of_ordinances?nodeId=CO_TITIVBUBURE_CH2CO_ARTIBU_S4-27BUPERE)

- 1) Front, rear, left and right architectural elevations;
- 2) Foundation/slab plans and details;
- 3) Foundation/Slab Survey showing setbacks, drainage, sidewalks, finished floor elevation, erosion/siltation control, and all proposed above-ground construction of accessory uses (fences, pools, antenna, etc.);
- 4) Floor plan with door and window schedule;
- 5) Electrical floor plan and electrical schedule;
- 6) Rafter and joist span table;

- 7) HVAC layout;
- 8) Rainwater gutter detail for Zero lot line construction
- 9) All provisions for wind and seismic bracing to include spec sheets for engineered components. Drawings must be provided by a qualified designer.
- 10) Builder/contractor shall have plans approved by the subdivision homeowner's association if required by covenants
- 11) Subcontractors (electrical, plumbing, and HVAC) must be licensed in Mississippi or another state and shall provide the Building Department a valid copy of their Master's License
- 12) Number of bedrooms, bathrooms, heated square footage and cost of construction (not including lot), shall be provided.
- 13) For residential structures with 5,000 or greater square feet under roof, a fire sprinkler system that complies with NFPA 13-D is required. There are options for stand-alone sprinkler systems that are not part of the normal plumbing or combination systems. Contact a fire sprinkler contractor and consider the link provided below for one of the combination system options that are available. <http://www.uponor-usa.com/residential-fire-safety.aspx>
- 14) Payment of all fees and charges is due at the time the permit is issued.

### **Renovations, Additions and Accessory Structures**

A building permit must be obtained before beginning a renovation, addition, or accessory structure. A permit is also required for ready-to-install structures (such as storage sheds not constructed on-site). Please contact the Building Department for additional information.

### **The Building Department will Perform the Following Inspections as Applicable**

All inspections will be done the following day of call in (no set time). A \$125.00 re-inspection fee will be charged for any inspection requested but not ready when the inspector arrives or on second rejection. If a Stop Work Order is issued, there will be a \$125.00 fee to remove it.

### **These inspections include:**

- 1) **Setback and Site Inspections:** Check with the Building Department for appropriate setback requirements in your area. Erosion control measures shall be installed to protect all downhill properties prior to setback inspections.

- 2) **Plumbing Inspections:** Inspection of all building sewer lines prior to covering with dirt. Included are:
  - a. Rough-in and erosion control
  - b. Top-out
  - c. Gas
  - d. Water meter boxes
- 3) **Sewer Inspection:** Contact the Southaven Utilities Division for information related to sewer taps. Ray Humphrey 901-831-0244.
- 4) **Foundation/slab inspection:** Occurs when the foundation/slab preparation is ready after rough grading of lot drainage but before pouring concrete.
- 5) **Framing Inspection:** Done before insulation or other wall coverings are installed.
  - a. Brace walls for seismic and wind
  - b. Brick Option: verify brick ties are properly spaced and attached prior to brick installation. Brick option inspections are \$35.00.
  - c. Insulation Inspection: Performed before sheetrock or other wall coverings are installed.
- 6) **Electrical Inspections:**
  - a. Rough-in
  - b. Slab/wall
  - c. Ceiling
  - d. Ditch
  - e. Final
- 7) **Mechanical Inspections:**
  - a. Rough-in
  - b. Ceiling
  - c. Furnace and AC
  - d. Final

- 8) **Drainage Inspection:** When all yard grading is complete and lot is ready for sodding and/or seeding, final grading should be in conformance with the plot plan approved when the building permit was issued.
- 9) **Final Inspection:** After building, landscaping, sidewalks, fencing, etc. are complete, no one shall occupy any building until a final inspection has been performed and a Certificate of Occupancy is issued. Such person(s) not complying may be found guilty of a misdemeanor.

## General Regulations

- The Building Department shall be notified of and approve any changes made after such application for permit or during construction before such changes may be implemented.
- Permit must be posted in a conspicuous location on the construction site before any work commences.
- All fees must be paid when the permit is issued.
- Builder/contractor is to provide containers to dispose of all trash and debris. Burning of builder's debris is prohibited by Mississippi state law. A permit from the Southaven Fire Department is required prior to burning natural debris.
- Any mud or other debris brought into the street must be cleaned up immediately by the builder/contractor or owner.
- The builder/contractor is responsible for all required clean-up. Failure to clean-up may result in a fine.
- Concrete trucks are not allowed to carry more than eight cubic yards at any time on city streets.
- All construction shall comply with the adopted building code, plumbing code, gas code, mechanical code, and national electric code.
- Erosion control measures as prescribed by the City of Southaven shall be required to protect all downhill properties.
- Builder/contractor must at all times control surface water run-off with silt fences, hay bales, on-site detention, etc.
- Site must be accessible at all times for all emergency vehicles.

- Sanitary facilities shall be provided on all construction sites pursuant to Sec. 311 of the 2012 International Plumbing Code.
- Sidewalks shall be 48 inches wide, scored at 5 foot intervals and have a minimum of 24 inches of grassed or landscaped area separating sidewalk and adjacent curb.
- The builder/contractor shall be responsible for compliance with all O.S.H.A and M.D.E.Q. regulations pertaining to construction.
- The City of Southaven may impose other such regulations which are reasonable and necessary to protect health, safety and welfare of its residents, employees and other persons affected.