

## Instructions for accessing Permit Applications for Homeowners

- 1) Go to our city website: southaven.org
- 2) Once on webpage, move cursor over *City Services*
- 3) Underneath *Planning & Development*, click **Building**
- 4) On Building Page, select Forms (*Print & Drop off/Fax/Mail*) or **Mobile Eyes Portal (Recommended)** link

Increase your productivity, customize your experience, and engage in information you care about.



The screenshot shows the Southaven city website. At the top left is the city seal with the text "SOUTHAVEN, MISSISSIPPI" and "APRIL 15, 1960". To the right is the city name "Southaven" in a large, blue, cursive font, with "Top of Mississippi" underneath. Further right are social media icons for Facebook, Twitter, and a gear icon. Below this is a dark blue navigation bar with three white text links: "Our Government", "City Services", and "Discover Southaven". Underneath the navigation bar is a large aerial photograph of a city building complex. To the left of the photo, there are three large arrows pointing right: a blue arrow pointing to the "Forms" link, a red arrow pointing to the "Mobile Eyes Portal for Contractors" link, and a white arrow pointing to the "Citizen's Request Tracker" link. The "Forms" link is the first item in a vertical list on the left. The "Mobile Eyes Portal for Contractors" link is the second item. The "Citizen's Request Tracker" link is the third item, accompanied by a small icon of a pencil. To the right of the navigation bar, the breadcrumb trail reads "Home > City Services > Planning & Development > Building". Below the breadcrumb trail is a dark blue banner with the word "Building" in white, italicized font. Below the banner is a notice: "\*\*\*\*\*Effective January 1, 2017\*\*\*\*\* We will no longer offer same day inspections. All inspection requests are now scheduled for the next business day."

- 5) See attached page for permit requirement details.

## Requirements for Permit Types to be Submitted by Homeowner

\*\*\*If homeowner chose to submit through **Mobile Eyes Portal**, please see **Mobile Eyes Help Desk Number (248)-588-7670 ext.1** for any questions regarding account creation or permit submission.

### I. General Requirements

- **Certificate of Compliance** Form (*See attached form*).
- If there is an **active HOA** in the subdivision, the homeowner/property owner must provide a copy of the **HOA approval letter** (*See attached example HOA Letter*).

### II. Accessory Structures –May be defined as a fence, pool, or detached accessory building

- For all detached accessory buildings and pools, the individual must include
  - Drawing showing the placement in yard

### III. Additions/Enclosures/Renovations –May be defined as any addition to, enclosure of, or modification of the primary residence

- For all additions, enclosures, and renovations, the individual must include
  - Drawing and/or plans
  - Scope of work

# HOMEOWNER CERTIFICATE OF COMPLIANCE

TYPE OF WORK/STRUCTURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATED PERMITS FOR THIS JOB \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

THE UNDERSIGNED HEREBY CERTIFIES UNDER PENALTY FOR PERJURY THAT:

I am the legal owner of record of the property described above and the property described above is my principal place of residence, or if the application is for a permit to construct a new residence; the new residence will be my principal place of residence upon completion and

I am familiar with construction codes, city ordinances and state laws applicable to such construction activity and

All work under the permit/permits issued, as a result of this application, will be performed by me.

All work must be completed in conformance with current applicable construction codes and must pass inspections by City Inspectors, and

I will pay a re-inspection fee for any re-inspections required as a result of the work not being ready for inspection or not being in conformance with the applicable code when inspected and

If after the work has been inspected the Building Official determines that I do not have the knowledge and/or experience to complete the work in conformance with applicable construction codes, the Building Official may stop the work and require me to engage a licensed and bonded contractor to complete the work.

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Signature

Date

NAME OF HOMEOWNERS ASSOCIATION (Letterhead)

March 12, 2021

Name of Applicant

Job Address

Southaven, MS 38671

RE: Job Address

Southaven, MS 38671

Dear Homeowner,

I am pleased to inform you that (Subdivision) Homeowners Association (#250) Architectural Review Committee has approved your request 000835 regarding your Pool according to the submitted plans which we have on file in this office. Any changes or deviations from your original plans must be submitted for subsequent review under the same policy outlined in the CCR's *before* installing the change.

Next, you will need to contact any applicable City/County Building or Planning Departments to see appropriate final permits for your project. Please keep this letter on file, as you may be required to show this proof of approval for final permits. Please call our office if you have any questions.

Thank you,

Signature of HOA President or Association Manager

Association Manager

Association Manager Email