

Instructions for accessing Permit Applications for Contractors

- 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.



Southaven
Top of Mississippi



Our Government


City Services

Discover Southaven



Forms

Mobile Eyes Portal for
Contractors

 Citizen's Request
Tracker

Home > City Services > Planning & Development > Building

Building

*****Effective January 1, 2017*****

We will no longer offer same day inspections. All inspection requests will be scheduled for the next business day.

- 5) See attached page for permit requirement details.

Requirements for Permit Types to be Submitted by Contractor

***If contractor 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
 - **Active Contractor License** (*See attached form*).
 - If there is an **active HOA** in the subdivision, the contractor 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

Licensing Process for Apprentices:

- A copy of Driver's License
- A completed license application
- A \$20.00 setup fee

Licensing Reciprocity Process for Journeymen:

- A copy of Driver's License
- A copy of journeymen license currently held OR proof of passing written journeymen examination [ICC]
- A completed license application
- A \$50.00 setup fee

Licensing Reciprocity Process for Masters:

- A copy of Driver's License
- A copy of contractor's license currently held OR proof of passing written master examination [ICC]
- A letter of good standing from municipality/jurisdiction in area where license is held [if applicable]
- A \$10,000 surety bond made in favor of City of Southaven
- A completed license application
- A \$100.00 setup fee

Licensing Reciprocity Process for MS State

Contractors:

- A copy of Driver's License
- A copy of State of Mississippi contractor's license
- A \$10,000 surety bond made in favor of City of Southaven
- A completed license application

**APPLICATION FOR LICENSE
CITY OF SOUTHAVEN
8710 NORTHWEST DRIVE
SOUTHAVEN, MS 38671
662-393-4639 FAX: 662-280-6534**

Application is hereby made for the following type of license as required by the City of Southaven Licensing Ordinance:

<input type="checkbox"/> MASTER ELECTRICIAN	<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> MASTER MECHANICAL
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> JOURNEYMAN MECHANICAL
<input type="checkbox"/> APPRENTICE ELECTRICIAN	<input type="checkbox"/> APPRENTICE PLUMBER	<input type="checkbox"/> APPRENTICE MECHANICAL

APPLICANT'S NAME _____ PHONE _____
 ADDRESS _____ CITY _____ ST _____ ZIP _____
 COMPANY REPRESENTED _____ PHONE _____
 ADDRESS _____ CITY _____ ST _____ ZIP _____

TRADE EXPERIENCE

COMPANY	ADDRESS	PHONE	YEARS
1.			
2.			
3.			

Applicants applying for a City of Southaven master or journeyman license must submit proof of passing a written exam from ICC, Block & Assoc., Thompson ProMetric, etc. A photo ID and copies of current license that you hold should also be submitted. Applicants applying for a master license will also be required to obtain a \$5,000 License & Permit bond made in favor of the City of Southaven in order to pull permits.

All work in Southaven must be performed in accordance with the minimum standards of the 2012 International Building Code, 2012 International Plumbing Code, 2012 International Mechanical Code and 2011 National Electrical Code.

DATE: _____ APPLICANT'S SIGNATURE _____

APPLICATION FEE: MASTER \$100.00 JOURNEYMAN 50.00 APPRENTICE 20.00	PAID: CHECK # _____ CASH _____ CREDIT CARD _____ RECEIPT # _____
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LICENSE # _____

PLEASE NOTE ALL LICENSES YOU CURRENTLY HOLD: _____

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