

COMMERICAL BUILDING PERMIT REQUIREMENTS

A BUILDING PERMIT IS REQUIRED on all commercial structures/buildings including manufactured, pre-engineered, moved, additions to, or structurally altered buildings. A building permit shall be issued by this Department in conformance with the provisions of the Hinds County Zoning Ordinance, the International Commercial Building Codes 2012, and other applicable laws.

Otherwise, NO COMMERICAL BUILDING shall be erected, constructed, altered, enlarged, extended, raised or moved without a building permit.

ITEMS REQUIRED FOR A COMMERCIAL BUILDING ARE AS FOLLOWS:

1. Name, address, telephone number (and fax number if they have one) of the owner and contractor or contractors, if they are different from the owner. Address and location of the proposed building site. A copy of your State Contractor's license must be on file in the Permit and Zoning office prior to application, effective January 1, 1994.
2. The type of building to be constructed and the type of construction to be utilized. Standard construction, Fast-Tact, etc.
3. The existing use of the land/site and buildings, if any, and the proposed use.
4. Two (2) sets of plans and specifications with an Architect's or an Engineer's seal and signature over his/her seal, on each sheet of the plans and on the specification's cover. There shall be a well graded Plot Plan/Site Plan showing all parking and truck access.
5. The type of sewer to be used and if it is a septic tank or treatment plant; a copy of a written approval by the Hind County Health Department. The Hinds County Health Department is located at 350 West Woodrow Wilson Avenue, Suite 411A, Jackson, MS 39213. Telephone number is (855)220-0192.
6. Check the water company serving the location or proposed site and obtain a written approval for a meter hook-up or connection deposit. If water well is to be used,

written approval must be obtained from the Hinds County Health Department, (see address in #5 above).

7. Proof of ownership of the land/site in the form of a recorded Land Deed of Trust (or Warranty Deed) and if the applicant is not the owner, a notarized document of permission, or lease agreement.
8. Material Purchase Certificates are required for commercial construction activities exceeding Ten Thousand Dollars (\$10,000.00.) Estimated total cost of construction and a target date you anticipate completion.
9. If the land/site property is in a flood hazard area, the applicant shall furnish this Department a ELEVATION CERTIFICATE (FEMA Form 81-31 May 90) completed by a Registered Professional Engineer or a Licensed Registered Land Surveyor.
10. There is a Site Plan Review Fee of \$75.00 effective October 1, 1993 on all Commercial and Industrial requests for building permits.
11. Other information may be necessary to determine conformance with the enforcement of Hinds County Zoning Ordinance, adopted September 12, 1988 and amended April 13, 1992, amended and adopted March 1, 2004 and other pertinent laws and ordinance.