



**BUILDING PERMIT
APPLICATION**
COMMERCIAL/RESIDENTIAL
CITY OF SOUTHAVEN
8710 NORTHWEST DRIVE
SOUTHAVEN, MS 38671

PH: 662-393-4639
FAX: 662-280-6534

www.southaven.org

APPLICANT'S NAME _____ DATE _____

PROJECT NAME AND ADDRESS _____

SUBDIVISION _____ LOT # _____

OWNER/OCCUPANT _____

ADDRESS _____ PHONE _____

CONTRACTOR NAME _____ PHONE _____

ADDRESS _____

CONTACT NAME, ADDRESS, EMAIL, AND PHONE NUMBER FOR PLAN REVIEW PROCESS: _____

When it is required that documents be prepared by a registered design professional, the Building Official will require the owner to engage and designate on the permit application a registered design professional who shall act as the registered design professional in responsible charge. Please provide the name and contact information for that design professional.

USE UNDER THIS PERMIT TO BE: _____

TOTAL SQ. FOOTAGE _____	VALUATION \$ _____
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***Note:** A foundation survey will be required before a foundation inspection can be made. It should also indicate any minimum floor elevation and size, elevation, and location of driveway culverts.

OTHER STRUCTURES ON LOT: _____ SQ. FOOTAGE: _____

BEFORE A BUILDING PERMIT MAY BE ISSUED THE APPLICANT (CONTRACTOR, OWNER, ETC.) MUST SIGN OFF ON THE FOLLOWING ITEMS. EACH ITEM MUST BE ADDRESSED.

• SITE PLAN (MIN. FLOOR ELEV. SHOWN)	• CONTRACTOR'S LICENSE/BOND
• PLAN CHECK FEE	• WATER DEPOSIT RECEIPT#
• PLAN CHECK FEE FIRE DEPT.	• WATER TAP/ SEWER RECEIPT#
• ALL WEATHER ROADS IN PLACE	• OPERABLE FIRE HYDRANTS
• WATER & SEWER TESTED AND CLEARED	• STREET SIGNS
• CORRECT SIZE CULVERT AS SPECIFIED ON PLAT OR CULVERT NOT REQUIRED	• JOB TRAILER/ TEMPORARY SIGN
• FLOOD PLAIN	• COMMERCIAL CONSTRUCTION CHECKLIST
	• PROVIDE ONE COPY OF CONSTRUCTION DOCUMENTS IN ELECTRONIC FORMAT

All commercial and industrial buildings that have been reviewed by the Design Review Board require that the attached checklist be completed. The Building Official hereby grants the above application subject to the proper validation.

IF THE FIRST INSPECTION IS NOT OBTAINED WITHIN 6 MONTHS AND FINAL INSPECTION WITHIN 2 YEARS, THIS PERMIT WILL BE CONSIDERED VOID. AFTER THIS TIME PENALTIES WILL BE ENFORCED.

The structure must be built to the minimum standards of the construction codes. The permit holder is responsible for obtaining the required inspections.

DATE _____ APPLICANT'S SIGNATURE _____

RECEIPT# _____ PERMIT# _____

APPLICATION FEE: \$ _____ CASH _____ CREDIT CARD _____ CHECK _____