



Application For License City of Southaven Building Department

8710 Northwest Drive
Southaven, MS 38671
TEL: (662)-393-4639
FAX: (662)-280-6534

buildingdepartment@southaven.org

For Office Use Only:

- ☐ Check # _____
☐ Credit AC _____
☐ Cash [Y/N]

LICENSE APPLICANT CONTACT INFORMATION:

APPLICANT NAME _____ DATE _____

APPLICANT MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PHONE # _____ CONTACT EMAIL _____

COMPANY/EMPLOYER CONTACT INFORMATION:

COMPANY/EMPLOYER NAME _____ CONTACT PHONE # _____

COMPANY MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

APPLICATION IS HEREBY MADE FOR THE FOLLOWING TYPE OF LICENSE AS REQUIRED BY THE CITY OF SOUTHAVEN LICENSING ORDINANCE:

LICENSE APPLICATION TYPE: MARK ALL THAT APPLY BELOW:

- | BUILDING: | ELECTRICAL: | PLUMBING: | MECHANICAL: |
|---|---|---|--|
| ☐ GENERAL CONTRACTOR | ☐ APPRENTICE ELECTRICIAN | ☐ APPRENTICE PLUMBER | ☐ APPRENTICE MECHANICAL |
| ☐ POOL CONTRACTOR | ☐ JOURNEYMAN ELECTRICIAN | ☐ JOURNEYMAN PLUMBER | ☐ JOURNEYMAN MECHANICAL |
| ☐ FENCE CONTRACTOR | ☐ MASTER ELECTRICIAN | ☐ MASTER PLUMBER | ☐ MASTER MECHANICAL |
| ☐ OTHER [PLEASE SPECIFY] _____ | | | |

****Please note, if the application is for a low voltage, solar installation, roofing, or conveyor/racking installation contractor, the license type will be classified as a general contractor but please mark other on application and specify the contractor/license type being applied for.**

All work in Southaven must be performed in accordance with the minimum standards of the 2018 International Building Code, 2018 International Plumbing Code, 2018 International Mechanical Code and 2017 National Electrical Code.

APPLICATION FEE [BASED ON LICENSE TYPE]:

BUILDING: NO FEES

APPRENTICES: \$20.00

JOURNEYMAN: \$50.00

MASTER: \$100.00

DATE _____ APPLICANT NAME [PRINT] _____

APPLICANT NAME [SIGNATURE] _____

In order to avoid application processing delays, applicants applying for a City of Southaven license must include all items required in addition to completed application for license. PLEASE REFER TO LICENSE APPLICATION CHECKLIST [SEE NEXT PAGE] for further details regarding licensing requirements.

ANY AND ALL APPLICATIONS RECEIVED WITH MISSING/INCOMPLETE INFORMATION OR REQUIREMENTS WILL BE RETURNED AND WILL NOT BE PROCESSED.



License Application Checklist City of Southaven Building Department

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For Office Use Only:

- ☐ License Fee _____
- ☐ License # _____
- ☐ License Exp. _____

REQUIREMENTS FOR APPRENTICE LICENSE APPLICANTS:

- ☐ COMPLETED APPLICATION FOR LICENSE FORM & APPLICATION FEE
- ☐ COPY OF CURRENT DRIVER'S LICENSE OR OTHER FORM OF GOV. ISSUED ID.

REQUIREMENTS FOR JOURNEYMAN LICENSE APPLICANTS:

- ☐ COMPLETED APPLICATION FOR LICENSE FORM & APPLICATION FEE
- ☐ COPY OF CURRENT DRIVER'S LICENSE OR OTHER FORM OF GOV. ISSUED ID.
- ☐ COPY OF CURRENT/ACTIVE JOURNEYMAN LICENSE HELD WITHIN ANOTHER JURISDICTION OR WRITTEN PROOF OF PASSING THE JOURNEYMAN EXAM [ICC]

REQUIREMENTS FOR MASTER LICENSE/ GENERAL CONTRACTOR APPLICANTS:

- ☐ COMPLETED APPLICATION FOR LICENSE FORM & APPLICATION FEE
- ☐ COPY OF CURRENT DRIVER'S LICENSE OR OTHER FORM OF GOV. ISSUED ID.
- ☐ COPY OF ACTIVE MS STATE CONTRACTOR'S LICENSE CERTIFICATE
- ☐ PROVIDE COMPANY EIN # _____

REQUIREMENTS FOR OUT OF STATE APPLICANTS:

- ☐ COMPLETED APPLICATION FOR LICENSE FORM & APPLICATION FEE
- ☐ COPY OF CURRENT DRIVER'S LICENSE OR OTHER FORM OF GOV. ISSUED ID. FOR LICENSE QUALIFIER
- ☐ COPY OF CERTIFICATE OF LIABILITY [COI]
- ☐ COPY OF \$10,000.00 GENERAL SURETY BOND MADE IN FAVOR OF CITY OF SOUTHAVEN
- ☐ COPY OF ACTIVE MS STATE CONTRACTOR'S LICENSE CERTIFICATE
- ☐ PROVIDE COMPANY EIN # _____

***Please note, if applicant does not have MS State contractor license and provides other currently held licenses [TN, AR, etc.], the applicant must also provide a letter of good standing from a municipality where his/her license is active and will not be able to apply for any residential projects or any commercial projects over \$50,000.00 valuation per the Mississippi Board of State Contractors.*

For any questions regarding license reciprocity for out-of-state contractors, please contact the Mississippi State Board of Contractors as all licensing reciprocity requirements within our jurisdiction are in accordance of standards and regulations implemented by the MSBOC.

The Mississippi State Board of Contractors
2679 Crane Ridge Drive, Suite C, Jackson MS, 39216
Local: 601-354-6161
info@msboc.us