

**GENERAL GUIDELINES FOR OBTAINING A PERMIT**

1. PRIOR TO THE BEGINNING OF A PROJECT, THE RESPONSIBLE PARTY, CONTRACTOR AND/OR OWNER MUST CONTACT OUR DEPARTMENT AT 601-428-6438 TO APPLY FOR A PERMIT.
2. AT THE TIME OF APPLICATION, A PERMIT FEE WILL BE COMPUTED. WHEN THE PERMIT FEE IS PAID, THE PERMIT WILL BE ISSUED. THIS MUST OCCUR BEFORE WORK IS COMMENCED AND/OR ANY INSPECTIONS ARE MADE. NOTE: APPLICATION AND ISSUANCE ARE TWO SEPARATE ACTIONS. THE PERMIT IS NOT ISSUED UNTIL ALL FEES ARE PAID.
3. ONCE THE APPLICABLE FEES ARE PAID, IT WILL BE COMPULSORY THAT A DESIGNATED PARTY CALL FOR ALL REQUIRED INSPECTIONS. A LIST OF THE REQUIRED INSPECTIONS WILL BE GIVEN TO THE RESPONSIBLE PARTY AT THE TIME OF PERMIT ISSUANCE. YOU MUST DESIGNATE THOSE PERSONS WHO ARE AUTHORIZED TO REQUEST INSPECTIONS.
4. FAILURE TO OBTAIN REQUIRED INSPECTIONS WILL RESULT IN CORRECTIVE ACTION, WHICH MAY INCLUDE BUT IS NOT LIMITED TO, REMOVAL OF MATERIALS TO ALLOW FOR PROPER INSPECTION, DENIAL OF CERTIFICATES OF COMPLETION AND/OR OCCUPANCY, OR IMPOSING OF APPLICABLE FINES.
5. CONTRACTORS WITH OUTSTANDING BILLS WILL NOT BE ALLOWED TO OBTAIN PERMITS OR INSPECTIONS UNTIL THOSE BILLS HAVE BEEN PAID.

I HEREBY CERTIFY THAT I HAVE READ THIS DOCUMENT AND AGREE TO ABIDE BY THE ABOVE:

---

OWNER/REPRESENTATIVE/CONTRACTOR

---

DATE