

**BUILDING PROJECT APPLICATION**

CITY OF LAUREL

P. O. BOX 647

LAUREL, MS 39441-0647

(601) 428-6438 OR FAX (601) 426-0043

PPIN Number \_\_\_\_\_

Zoning District Approval \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Historical District \_\_\_\_\_

Certificate of Appropriateness Issued \_\_\_\_\_

**NOTE: THIS PERMIT IS FOR THE BUILDING PROJECT ONLY. IT DOES NOT COVER ELECTRICAL, GAS, HVAC OR PLUMBING PERMITS. SUBCONTRACTORS ARE REQUIRED TO OBTAIN THESE PERMITS.**

TO BE COMPLETED BY APPLICANT:

DATE \_\_\_\_\_

Name of Project: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

Structure: New: \_\_\_\_\_ Existing: \_\_\_\_\_ Attached: \_\_\_\_\_ Detached: \_\_\_\_\_ Other: \_\_\_\_\_

Setbacks From Adjoining Property: Front \_\_\_\_\_ Back \_\_\_\_\_ Nearest Side \_\_\_\_\_

**COMPLETE PLANS REQUIRED FOR ALL NEW COMMERCIAL, NEW RESIDENTIAL AND MAJOR RENOVATIONS/REPAIRS/ADDITIONS. PERMITS WILL NOT BE ISSUED WITHOUT SUFFICIENT PLANS.**

**PLAN CHECKLIST**

Property Plat/Site Plan	Yes _____	No _____
Foundation	Yes _____	No _____
Building	Yes _____	No _____
Electrical	Yes _____	No _____
Plumbing/Gas	Yes _____	No _____
Mechanical/HVAC	Yes _____	No _____
<b>Flood Zone</b>	<b>Yes _____</b>	<b>No _____*</b>
<b>Historic District</b>	<b>Yes _____</b>	<b>No _____**</b>

**TYPE OF CONSTRUCTION:**

Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Multi-Family \_\_\_ If Multi-Family: Buildings: \_\_\_\_\_ Units Per Building \_\_\_\_\_ Lot Size (if applicable) \_\_\_\_\_

Description of Project (Circle One): New/Addition/Demolition/Remodel/Repair/Roof/Land Clearing/Other.

If Demolition, is asbestos present? \_\_\_\_\_ If present contact DEQ @ 601-961-5164

Scope of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building Project Application**  
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CONTRACTOR INFORMATION (ALL CONTRACTORS MUST BE NAMED)

GENERAL/BUILDER/REMODELER \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

ELECTRICIAN \_\_\_\_\_

GAS/PLUMBING \_\_\_\_\_

MECHANICAL \_\_\_\_\_

OTHER: \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PARTY FOR CLEANUP/DISPOSAL

\_\_\_\_\_  
PHONE # \_\_\_\_\_

TOTAL JOB COST \_\_\_\_\_ PERMIT COST \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT:

\_\_\_\_\_  
OWNER/REPRESENTATIVE/CONTRACTOR DATE

APPROVED BY _____	TITLE _____
DATE APPROVED _____	PERMIT # _____
DATE ISSUED _____	INITIALS OF PREPARER _____

\*FLOOD PLANE PERMITS MUST BE COORDINATED WITH FLOODPLAIN ADMINISTRATOR

\*\*PERMITS FOR EXTERIOR WORK IN THE HISTORIC DISTRICT REQUIRE A CERTIFICATE OF APPROPRIATENESS

**STATE CERTIFICATES OF RESPONSIBILITY**

A State Certificate of Responsibility, as issued by the State of Mississippi, is required for the following.

1. Publicly funded projects in excess of \$50,000 and commercial construction in excess of \$50,000.
2. Residential homes in excess of \$50,000 require a Residential Certificate.
3. Residential remodeling/alteration/addition in excess of 10,000 requires a Residential Certificate.

For further information, including information on reciprocity agreements, contact the State Board of Contractors at 1-800-880-6161.

For those applications where a state certificate is not required or where the contractor does not have a state certificate: Applicants are required to purchase a privilege license from the City of Laurel. If you have any questions regarding license fees and insurance/ bond requirements, please contact the City Clerk's Office at 601-428-6404.

## SETBACK INFORMATION

All setbacks must be coordinated with the Inspection Department. If a survey is not available, it may be required in specific cases. When a survey is required, it is the responsibility of the homeowner and/or contractor to obtain that survey.

A. Setbacks in residential districts R-1 through R-4 are:

Front Yard	25 feet
Side Yard	20 feet (minimum 15/5)*
Rear Yard	25 feet

\*In some cases a smaller side yard is allowed on lots that are less than 50 ft in width.

B. Setbacks in Districts C-1, C-2 and C-3 are:

Same as above when abutting residential property. When abutting other commercial property front and rear yard remain the same but no side yard is required. However, in C-3 a minimum of three feet is required when a side yard is provided.

C. Setbacks in C1-A and C1-B are:

Front Yard	25 feet or average of the adjacent lot setbacks
Side Yard	10 feet on each side
Rear Yard	25 feet

D. No setbacks are required in C-4

E. Setbacks on the above do not apply in situations of reverse frontage, zero lot line, or for accessory buildings. For information on these setbacks see the Inspection Department.

F. Setbacks in the Industrial Park are 50 foot front yard and 25 foot side yard.

Any variation from the above requires a variance from the City of Laurel.

Failure to meet a setback requirement may result in the cessation of the job and/or alteration and/or removal of construction and/or other measures as required.

A variance from the City is required to alter any of the above.

### Inspections:

All minimum inspections must be met prior to the issuance of a Certificate of Occupancy.

Minimum Inspections include but are not limited to:

Slab and Foundation Inspections  
Framing Inspections  
Rough In Inspections for Electrical, Mechanical, Gas and Plumbing  
Service Inspections for Electrical  
Temporary Pole/Power Inspections  
Gas, Sewer, and Water Pressure Tests  
Final Inspections

**ALL INSPECTIONS REQUIRE NO LESS THAN A 24 HOUR NOTICE INCLUDING FINAL AND/OR CERTIFICATE OF OCCUPANCY AND/ OR COMPLETION INSPECTIONS.**

**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