

MOVING PERMIT APPLICATION  
CITY OF LAUREL  
P. O. BOX 647  
LAUREL, MS 39441-0647  
(601) 428-6438 OR FAX (601) 426-0043

DATE \_\_\_\_\_

Moved from Street Address \_\_\_\_\_ to Street Address \_\_\_\_\_

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

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

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

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

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

Type of Structure: Single Family \_\_\_\_\_ Multi-Family: \_\_\_\_\_ Commercial \_\_\_\_\_ Other: \_\_\_\_\_

IF MULTI-FAMILY: Number of Buildings \_\_\_\_\_ Units per Building \_\_\_\_\_

**CHECKLIST**

<b>Flood Zone</b>	Yes _____	No _____
<b>Historic District</b>	Yes _____	No _____

IF NEW LOCATION IS WITHIN CITY LIMITS PROVIDE THE FOLLOWING INFORMATION:

Front Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_ Nearest Side \_\_\_\_\_  
Lot Size \_\_\_\_\_ Square Footage of Building: \_\_\_\_\_

ATTACH COPY OF ROUTE AND APPROVAL LETTERS FROM:

City of Laurel Police Department _____	MPCO or Dixie Electric _____
Comcast _____	Bell South _____
Water and Sewer Services _____	

CONTRACTOR: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
email address \_\_\_\_\_

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 \_\_\_\_\_

**It is the responsibility of the applicant and/or contractor to have all utilities removed prior to moving of the building.**

APPROVED BY _____
DATE APPROVED _____ PERMIT # _____

### 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

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.

**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