

City of Ocean Springs, Mississippi

Building Department

228-875-6712 Fax 228-872-5427

1018 Porter Avenue Post Office Box 1800

Ocean Springs, MS 39564-1800

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Date _____

Contractor's Name & Business Name _____

Contractor's address _____

Contractor's phone no. _____ Email _____

Name of Home Owner _____ Phone No. _____

Home Owner Contractor? Yes _____ No _____

Home Owners Current Address _____

Address of job _____ Lot# _____

Total job cost _____ Square foot _____

Type of job: New Residence _____ Home Addition _____ Remodel _____

Interior repair _____ Exterior repair _____ Storage Shed _____ Pool _____

Fence _____ Deck _____ Demolition _____ Other _____

Signature of Applicant _____ Date _____

Checklist for Residential Building Permits

1. Specifications and scaled drawings, signed by author. Submit 2 sets.
2. Site plan showing all setbacks.
3. Foundation plan with sizes and specs labeled. Include footing detail.
4. Floor plan(s).
5. Exterior elevations.
6. Electrical, plumbing and mechanical plans. (May be included in the floor plan)
7. Stormwater plan.
8. Survey of ALL trees at job site. Protected trees require approval prior to removal or alteration.
(Protected trees: Live oak, Cedar, Cypress, Sycamore and Magnolia)

**** Any changes made to permitted jobs must be approved by the Building Department. ****

*******Do not write below this line. For plan review and approval.*******

Parcel Id _____ Use Zone _____ Flood Zone _____

Water and sewer available? Yes _____ No _____

Does this project require sub-division of property? Yes _____ No _____

Is job located in Historical District? Yes _____ No _____

Date approved by HPC _____ M & B _____

Variances needed? Yes _____ No _____ Date Approved by Z&A _____ M&B _____

Notes: _____

Approved by _____

Date _____