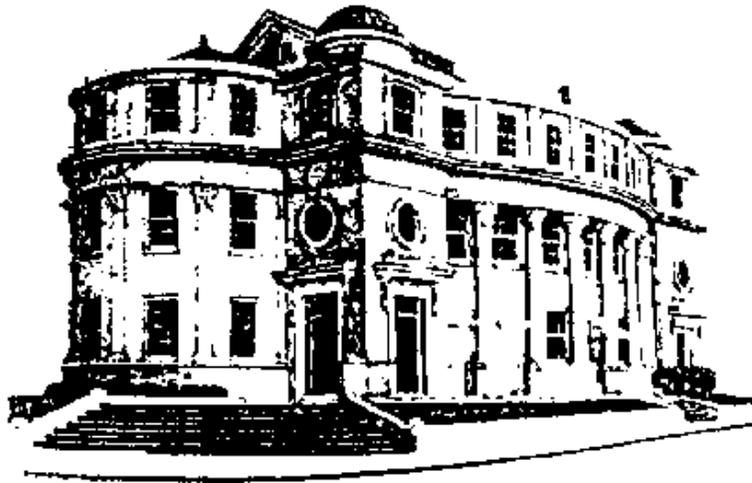


Revised March 3, 2016

# **CITY OF VICKSBURG, MISSISSIPPI**



## **POLICIES AND PROCEDURES FOR OBTAINING A BUILDING PERMIT**

**Community Development Division**

**P.O. Box 150**

**819 South Street**

**Vicksburg, Mississippi 39181-0150**

**Office Hours 8:00a.m.-5:00p.m., Monday-Friday**

**Phone (601) 634-4528 Fax (601) 619-7885**

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### Note:

The following ordinances are available on the Vicksburg Web Page:

1. Land Disturbance and Erosion Control
2. Storm Water Management
3. Flood Plain Damage Prevention
4. Historic Preservation
5. Zoning
6. Sign
7. Vicksburg Comprehensive Plan

### **MISSION STATEMENT**

**Provide a professional Community Development Division that offers a comprehensive plan review procedure and inspection process for all new construction and a thorough residential and non-residential inspection process for all existing buildings in an effort to improve the quality and livability of the built environment. To work diligently towards the aesthetic, functionality and environmental improvements of all neighborhoods which in turn improve the quality of life and increase property values.**

**SECTION 1001****STAFF**

Director	Victor Gray-Lewis	601-634-4528
Code Administrator	Denise Garner	601-634-4528
Permit Technician	Teresa York	601-634-4528
Permit Technician	Adrienne Brown	601-634-4528
Code Enforcement Inspector	Kyle Washington	601-634-4528
Code Enforcement Inspector	David Miller	601-634-4528
Combination Inspector	Kim McBeath	601-634-4528
Combination Inspector & Plans Reviewer	Benjie Thomas	601-634-4528
Privilege License Inspector	Corey Smith	601-634-4528
Zoning Administrator & Privilege License Inspector	Dalton McCarty	601-634-4528
Zoning Administrator Asst. & Historic Preservation Secretariat	Paula Wright	601-634-4528
Housing Director	Gertrude Young	601-634-4528
Housing Coordinator	Angela Turner	601-634-4528

**Other Department Contacts**

Public Works Department	Garnet Van Norman	601-634-4555
Fire Department	Charles Atkins	601-634-4566
Gas Department	Garnet Van Norman	601-634-4545
Water Department	Eugene Gibbs	601-634-4545
Sewer Department	Tommy Gardner	601-634-4535
Asst. Public Works Dir.	Jeff Richardson	601-636-3574

**SECTION 1002 THE COMMUNITY DEVELOPMENT DIVISION IS DIVIDED INTO THE FOLLOWING DEPARTMENTS**

1. Building Code Enforcement
2. Code Enforcement and Housing Inspection
3. Zoning and Historic Preservation
4. Community Planning
5. Community Housing Program

**SECTION 1003 GENERAL REGULATIONS**

- 1003.01 Before a residential building permit can be issued, the builder/contractor should submit a plot plan to the Zoning Administrator (601-634-4528) to check for compliance with land use and setbacks. Two sets of construction plans including approved plot plan from the Zoning Administrator, should be submitted to the Community Development Division to review for building code compliance. Once a comprehensive review has been completed of both the site plan and building plans and all questions have been answered a building permit will be issued.
- 1003.02 Before a multi-family, commercial, or industrial building permit can be issued for new construction or construction that changes the footprint of the building, the builder, contractor, architect or engineer should meet with the Zoning Administrator and the Community Planner and verify proper land use and any other information that may be pertinent to the development of the site. Once the land use has been approved a site plan complying with the Guidelines for Site Plan & Preliminary Plat Review shall be submitted to the Building & Development for review. The Guidelines for Site Plan & Preliminary Plat Review can be found on the City of Vicksburg web site or in the front office of the Community Development Division.
- 1003.03 The City shall be notified and must approve any change to the original approved submittal before such change may be implemented.
- 1003.04 Permit must be posted in a conspicuous location on the construction site before any work commences.
- 1003.05 All fees must be paid when permit is issued..
- 1003.06 All culverts in dedicated street right-of-way shall be concrete or corrugated plastic minimum size shall be 15 inches. Contact Public Works Department

at 601-634-4555.

- 1003.07 Builder/Contractor shall provide containers to dispose of all trash and debris related to construction. Burning of building debris is prohibited by Mississippi Law. A permit from the Vicksburg Fire Department is required prior to burning natural debris.
- 1003.08 Any mud or other debris brought onto the street must be cleaned up immediately by the builder/contractor or owner.
- 1003.09 The builder/contractor is responsible for all on-site clean-up. Failure to clean-up may result in a fine.
- 1003.10 Concrete trucks are not allowed to carry more than eight cubic yards at any time on the city streets.
- 1003.11 All construction shall comply with the adopted codes and ordinances. The 2012 edition of the International Building Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, Existing Building Code, 2011 edition of the National Electrical Code and the National Fire Protection Association (NFPA) 2003 edition. All properties shall comply with the 2012 International Property Maintenance Code.
- 1003.12 Erosion control measures as prescribed by the City and State shall be required to protect all downhill properties.
- 1003.13 Site must be accessible at all times for all emergency vehicles.
- 1003.14 Sanitary facilities shall be provided on all construction sites pursuant to the 2012 International Plumbing Code.
- 1003.15 The City may impose such regulations which are reasonable and necessary to protect the health, safety, and welfare of its residents, employees, and other persons affected.
- 1003.16 Prior to the disturbance of any land and any other form of site excavation, a site grading permit shall first be obtained from the Building & Inspections Division. You may request a copy of the Land Disturbance & Erosion Control Ordinance at the Building & Inspections Office.  
Exceptions:  
Single Family Residence  
Public Utilities  
Agricultural Uses  
Lawns, Gardens, Landscaping

- 1003.17 All Demolition Permits will expire within Thirty (30) Days of issuance. A one time thirty day extension may be granted, should extenuating circumstances exists.
- 1003.18 For all development projects greater than one acre in area, the developer must show compliance with the Vicksburg Storm Water Management Ordinance.
- 1003.19 All development and building projects must comply with Chapter 10 of the Vicksburg Code of Ordinances which regulates development in all special flood hazard areas in the City of Vicksburg, MS.

#### **SECTION 1004 OBTAINING A RESIDENTIAL BUILDING PERMIT**

To apply for a Building Permit the contractor/builder shall submit two sets of construction plans with a minimal scale of 1/4" equals 1' and must comply with the following requirements:

- 1004.01 If the Building Project will change the footprint of the structure or if an Accessory Structure is being built on the lot then the owner shall first meet with the Zoning Administrator.
- 1004.02 Builder/Contractor shall be licensed with the State of Mississippi where required by the state law.
- 1004.03 Builder/Contractor shall submit two sets of constructions plans with plot plan attached. Constructions plans shall include the following information:
- d. Front, rear, left and right architectural elevations.
  - e. Foundation plan with details.
  - f. Framing plan with details.
  - g. Floor plan with details.
  - h. Plot plan showing setbacks, drainage, finished floor elevation, base flood elevation (if located in a flood hazard area), erosion control, all proposed above ground construction of accessory uses (fences, pools, antenna, etc.)
- 1004.04 Subcontractors (electrical, plumbing, and HVAC) shall provide the following information:
- a. Provide the Community Development Division with a copy of insurance coverage.
  - b. Contractor shall transfer their master license to the City of Vicksburg according to state law. The City will accept a certificate from ICC in lieu of a master license from a mechanical board of examiners.

- 1004.05 Number of bedrooms, bathrooms, heated square footage, and value of improvements.
- 1004.06 Payment of all fees and charges are due at the time the permit is issued..

## **SECTION 1005 RENOVATIONS, ADDITIONS AND ACCESSORY STRUCTURES**

A building permit must be obtained before a renovation, addition, or accessory structure can be built or put in place such as a portable structure.

## **SECTION 1006 OBTAINING A MULTI-FAMILY, COMMERCIAL INDUSTRIAL BUILDING PERMIT**

To apply for a Building Permit the contractor/builder shall submit three sets of construction plans with a minimal scale of 1/4" equals 1' and must comply with the following requirements:

- 1006.01 If the Building Project will change the footprint of the structure or if an Accessory Structure is being built on the lot then the owner shall first meet with the Zoning Administrator and the Community Planner.
- 1006.02 Left blank
- 1006.03 Builder/Contractor shall be licensed with the State of Mississippi where required by the state law.
- 1006.04 Builder/Contractor shall submit 3 (three) sets of constructions plans along with approved site plan attached. Constructions plans shall include the following information:
- f. Front, rear, left and right architectural elevations.
  - g. Foundation plan with details.
  - h. Structural plan with details.
  - i. Floor plan with details.
  - j. HVAC plan.
  - k. Plumbing plan.
  - l. Electrical plan.
  - m. Lighting plan.
  - n. Landscape Plan (see Zoning Administrator)
  - o. Parking Lot Plan (see Zoning Administrator)

- 1006.05 Subcontractors (electrical, plumbing, and HVAC) shall provide the following information:
- a. Provide the Community Development Division with a copy of insurance coverage.....
  - c. Contractor shall transfer their master license to the City of Vicksburg according to state law. The City will accept a certificate from ICC in lieu of a master license from a mechanical board of examiners.
- 1006.06 Number of bedrooms, bathrooms, heated square footage, and value of improvements.
- 1006.07 Payment of all fees and charges are due at the time the permit is issued.
- 1006.08 A separate permit shall be obtained for the installation, repair, addition, maintenance of all fire sprinkler systems. For new installation, three (3) sets of drawings, stamped by a licensed engineer of the State of Mississippi, shall be submitted to Community Development Division for review and approval. For repair of maintenance, a scope of work shall be submitted to the Community Development Division for review and approval.
- 1006.09 Any contractor wishing to install a new fire suppression system, repair or add to an existing fire suppression system on a commercial hood unit shall provide the following to the Community Development Division before a permit can be issued:
- 1. A valid and current copy of a certificate from any of the following fire suppression systems showing that the contractor is qualified to do the installation:
    - a. Amerex Corporation
    - b. Kiddie Fire Systems
    - c. Ansul Incorporated
    - d. Pyro-Chem
    - e. Badger Corporation
    - f. Range Guard
    - g. Any other commercial fire suppression system manufacturer

**SECTION 1007 COMMUNITY DEVELOPMENT DIVISION WILL PERFORM NINE INSPECTIONS**

The Community Development Division performs the following nine inspections.

- 1007.01 Setback and Site Inspections: Check with the Zoning Administrator in the Community Development Division for the appropriate setback and use

requirements in your area. Erosion control measures shall be installed to protect all downhill properties prior to setback inspection.

- 1007.02 Rough Plumbing: Inspection of all building sewer lines and water lines before covering with dirt.
- 1007.03 Sewer Inspection: Inspection of building sewer line and where building sewer line connects to City sewer. Building sewer shall connect to City sewer according to the adopted plumbing code.
- 1007.04 Foundation Inspection: When completely ready for concrete, after rough grading of lot for drainage. If the structure is located in a Special Flood Hazard Area, then a Certification of Elevation shall be required before a foundation inspection can occur.
- 1007.05 Gas Test: A pressure test is required on all new gas lines and any gas piping system that has been without gas pressure for a period of six months or greater.
- 1007.06 Framing Inspection: A framing inspection is required before insulation and sheet rock is installed. A framing inspection includes rough carpentry, top-out plumbing, rough mechanical, and rough electrical.
- 1007.07 Fireplace Inspection: When firebox is complete but before chimney is built.
- 1007.08 Electrical Final: When all circuits are terminated, trim-out hardware installed, and air conditioner compressor is connected.
- 1007.09 Final Inspection:  
Residential Buildings: After building, landscaping, fencing, etc. are complete. Building shall not be occupied until the Community Development Division has performed a final inspection and a Certificate of Occupancy has been issued. Such persons not complying may be found guilty of a misdemeanor.  
Commercial Buildings: After building, landscaping, fencing etc. are complete. Buildings shall not be occupied until the Community Development Division, Fire Department, Zoning Administrator and Public Works has performed a final inspection and a Certificate of Occupancy has been issued to the building. Such persons not complying may be found guilty of a misdemeanor.

All inspections will be done within a reasonable time frame (usually within 24 hours of call-in time). A \$ 30.00 re-inspection fee will be charged for any re-inspection requested but not ready when the inspector arrives.

