

CITY OF MAGEE

**123 Main Ave. N
Magee, MS 39111**

APPLICATION FOR PERMIT

Name of Owner: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

Name of Contractor: _____

Mailing Address: _____

Phone Number: _____

Please select one of the following:

New Construction Remodel Addition Signage Demolition
Maintenance Sitework Roofing

Total Square Feet: _____ Area of Heated Space: _____

Type of Construction

Residential Commercial

Check List

Site Plan Foundation Plan Building Plan Electrical Plan
Plumbing Plan Mechanical Plan

Description of work to be performed

Demolition/Remodel/Renovation: I understand that it is my responsibility to verify if there are asbestos containing materials. Also, I will abide by the codes of Mississippi Department of Environmental Quality (MDEQ) to properly remove the materials.

Signature: _____

For more information on asbestos removal, call MDEQ at 601-961-5164.

Contractor Information

General Contractor _____

To be verified by Building Dept. ____ INS ____ BND ____ LIC

Electrical Contractor _____

To be verified by Building Dept. ____ INS ____ BND ____ LIC

Plumbing Contractor _____

To be verified by Building Dept. ____ INS ____ BND ____ LIC

Mechanical Contractor _____

To be verified by Building Dept. ____ INS ____ BND ____ LIC

Specialty Contractor _____

To be verified by Building Dept. ____ INS ____ BND ____ LIC

If Commercial Project over \$10,000.00, must provide MPC Number: _____

Contractor responsible for clean up: _____

Address: _____

Phone Number: _____ Company Name: _____

Signature of party responsible for clean up: _____

It is the responsibility of the individual/contractor to get each department's approval, and all departments must sign before permit can be issued.

Zoning Type: _____ Flood Zone: _____ Permit Number: _____

Zoning Administrator: _____

Fire Marshal: _____

Water/Sewer: _____

Building Official: _____

Sign Administrator: _____

Certificate of Occupancy Date: _____

Failed Inspections: _____

Remarks: _____

City of Magee
Building Department
Policies and Procedures

Building Code Services

This office governs the administration and enforcement of the 2021 International Building Codes, Fire, Gas, Mechanical, and Plumbing Codes, and the 2020 National Electric, herein referred to as the “technical code” as adopted by Board of Alderman on August 15, 2023.

Other related ordinances include, but are not limited to Zoning, Flood Prevention, Subdivision, Sewer Use, Solid Waste, Storm Water Pollution Prevention, and various state and federal laws that apply to construction.

The purpose of these technical codes is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress, stability, sanitation, adequate light and ventilation, energy conservation, and for providing safety to life and property from fire and other hazards, explosions, or dangerous conditions attributed to the built environment, and to provide a reasonable level of safety to firefighters and first responders during emergency situations.

Do I Need a Permit?

Any person(s), homeowner, or contractor needs a permit that will apply to construction, alterations, movement, enlargement, replacement, repair, equipment, use of occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Inspections are required on all concealed work. No work may be covered prior to approval from the Building Inspector. All appropriate permits must be obtained prior to requesting an inspection, and all required work must be ready when called. When the inspection is approved, the posted permit card will be signed.

Contractor Requirements

All contractors are required to be bonded, insured, and licensed. All contractors and subs must have current \$5,000.00 bond, proof of general liability insurance, and a current license with the City of Magee. General contractors must provide MPC numbers for all construction valued above \$10,000.00 in accordance with State Tax Commission. These items are needed prior to the issuance of permits.

THE PERMIT PROCESS

Zoning Department

It is the responsibility of the owner/contractor to review the site plans with the Zoning Administrator. All construction must meet the criteria of the Zoning Ordinance. Failure to meet zoning standards may result in the revocation of building permit.

Building Department

The inspector will conduct a plan review of the project. All construction must meet the requirements of the following:

2020 NEC – National Electric Code

2021 IRC – International Residential Code

2021 IBC - International Building Code

2021 IFC – International Fire Code

2021 IEBC – International Existing Building Code

2021 IPC – International Plumbing Code

2021 IFCC – International Fuel Gas Code

2021 IPMC – International Property Maintenance Code

2021 NFPA 1 – National Fire Protection Association Fire Code

2021 NFPA 101 – National Fire Protection Association Life Safety Code

2022 NFPA 13 – National Fire Protection Association Standard for the Installation of Sprinkler Systems

Poor quality, partial, or incomplete plans will not be accepted. One set of drawings may be required for remodel projects if the Building Official so determines following initial interview.

Guide to Residential Construction Inspections

Rough in Plumbing - this inspection occurs before any plumbing lines are covered.

Foundation - a foundation inspection is required before pouring concrete. Steel, frame work, vapor barrier, termite treatment, post tension cables, etc. will be inspected. All ditches, wire, reinforcing, and plumbing will need to be installed per building specifications for this inspection.

Framing - before insulation and wall covering. Included in this inspection are framing, electrical and HVAC rough in, and plumbing top out.

Gas - pipes will be pressured up to 15 psi and hold for 15 minutes.

Sewer - taps are performed by City personnel, using SCH 60 up to the City right of way.

Final Inspection - all painting, trimming, etc. should be completed and unit is ready for occupancy. House numbers must be visible from street, contrast in color of the structure and a minimum of 4" in height.

**** No one is to occupy the property until completion of final inspection and a Certificate Occupancy has been issued.***

Guide to Commercial Construction

Applications for commercial building permits and apartments must be accompanied by the plans and information below:

Site Plans - required for all new, expanded, relocated or reconstructed structures within all commercial or industrial zoned districts, and shall be presented to the Zoning Administrator for review. **Two sets of site plans are required and shall show the following information:**

Property Lines Drainage Plan and Calculations

Right of Way of existing/ Floodplain Design

purposed streets Sign Locations

Existing and proposed easements Existing and proposed building lines

Water/Sewer layouts Curb cuts, driveways, parking lot layouts Other additional data necessary for a thorough evaluation

Construction Drawings - Two complete sets of construction drawings showing all sections of structures are required. Fire separations and/or fire walls must be included. All electrical, mechanical, and plumbing details are needed for complete review.

Floodplain - Development in a Special Flood Hazard Area must meet the guidelines of the Flood Damage Prevention Ordinance. Special consideration must be made to assure your structure is within these guidelines. Development within a flood zone requires separate inspections, which coincide with other inspections. Determinations are made using the Firm Map and the actual as built structure along with site plans. A registered, certified surveyor must provide documentation on the BFE and Lowest Floor. The City imposes a 2-foot free-board.

****The elevation certificate must be complete before a permit is issued.****

Fire Department - A second set of drawings shall be submitted to the Fire Marshal's Office for approval. All related facets of construction must meet the 2021 International Fire Code and Life Safety Codes. Related inspections will be made by the Fire Marshal's Office.

Water and Waste Water Department - Determination of water/sewer services will be made by the Water/Waste water Supervisor. In the events these are not available, no permit will be issued until sufficient documentation of acceptance from the Mississippi Department of Health has been provided. Request and payment of water and sewer taps does not obligate the City to provide these services; should payment be made and services are not available, these fees will be refunded.

Guidelines to Residential Construction

One complete set of drawings that include:

Site plane including existing buildings, purposed buildings, driveways, fences, and setbacks for purposed buildings from property lines.

Floor Plan

Plumbing Plan

Electrical Plan, including service and distribution panel locations

Foundation layout including typical footing section

Drawing of a typical wall, ceiling joist, and roof section, including bracing spans and all beams

Elevation of land if property is in flood area

Total project cost. (the Building Official may ask for a copy of the contract or use a base square footage price to determine the permit fee)

Name, current mailing address and phone number

A Mississippi Certified Architect or Engineer must stamp all plans of buildings more than 5,000 square feet.

A Complete Set of Construction Plans Included:

Site Plans Mechanical Plans

Structural Plans Electrical Plans

Grading Fire Protection

Erosion Control Utility

Plumbing Plans Architectural

Fire Department - Fire lanes, fire hydrants, fire notification and suppression system must be included. If hydrants are located off site, provide an area plan showing location of the nearest existing fire hydrant.

Design Professional - The Design Professional shall be an architect or a registered engineer in the State of Mississippi or shall affix official seal to the following drawings:

Group A, E, I occupancies

Structures more than 2 Stories

Structures 5,000 square feet or more

Adequate time is required for Plan Review. Most residential reviews will be completed within five working days. Commercial Plan review may take up to two weeks to complete. All plans must be reviewed and approved by the Zoning Department, Fire Marshal, and Building Official before a permit will be issued.

The permit placard must be placed in the front of the structure, visible from the street. A placard is

provided and will be signed by the inspector when an inspection has passed. Not obtaining an inspection may be cause for completed work to be demolished.

The City Of Magee, in cooperation with the Mississippi Department of Environmental Quality (MSDEQ), does adhere and uphold guidelines set forth by MSDEQ. Some provisions include Storm Water Phase II, Asbestos Abatement, Lead Paint Abatement, etc. It is the responsibility of permit purchaser to make determinations with MSDEQ. They can be reached at 601-961-5171.

Mud, silt, or debris brought on the street or into a storm drain or ditch by contractor must be immediately cleaned by the owner/contractor.

Any changes made after the permit has been issued must be approved by the Building Official. ***The Building Official and Fire Marshal reserve the right of entry at any time during the construction phase for inspection purposes.***

Fee Schedule:

Total Valuation	Fee	MAX FEE
\$0 - \$2,500	No Fees	\$0
\$2,500 to \$50,000	\$25 for the first \$1,000, plus \$3 for each additional \$1,000, to and include \$50,000	\$172.00
\$50,001 to \$100,000	\$200 for the first \$50,001, plus \$3 for each additional \$1,000, to and include \$100,000	\$350.00
\$100,001 to \$500,000	\$300 for the first \$100,001, plus \$3 for each additional \$1,000, to and include \$500,000	\$1,500.00
\$500,001 and up	\$650 for the first \$500,001, plus \$3 for each additional \$1,000 thereafter	-

* Residential - Based on \$100 per square foot of heated/culled living space

*Commercial - Based on signed contract amount

Roofing	
Residential	\$15
Commercial	\$10 per \$1,000 of Cost

Mechanical, Electrical, Plumbing	
Residential	\$15 each

Commercial	\$10 per \$1,000 of Cost	
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Trade's License	\$25.00
Application for variance, rezoning, or conditional use	\$50.00
Tree Cutting	\$0
Demolition - for removal of structures	\$50.00
Sitework	\$25 for up to one acre
	\$10 for each additional acre

*Fees apply to NEW and REMODEL construction.

*Valuations based on AHJ (Authority Having Jurisdiction).

* Permit fees are **DOUBLED** if work has begun **WITHOUT** issuance of permit.

Required Zoning SetBacks From Right of Way

Zone	Front	Rear	Side	Minimum Lot Size
R-1	30 ft.	25 ft.	8 ft.	11,200 sq. ft.
R-2	25 ft.	20 ft.	5 ft.	8,500 sq. ft. (SFD) 11,000 sq. ft. (duplex)
R-3	40 ft.	25 ft.	25 ft.	2 Acres
R-E	50 ft.	50 ft.	25 ft.	1 Acre
R-M	20 ft.	10 ft.	10 ft.	10 Acres
M-X	25 ft.	20 ft.	5 ft.	8,500 sq. ft (SFD) Residential 11,000 sq. ft. (duplex)

All information provided in this packet, may be subjected to a waiver or adjustments per the Building Inspector and/or Fire Marshal at any time. It is the sole duty of the Authority Having Jurisdiction for the City of Magee.