

CITY OF MERIDIAN
P.O. BOX 1430
723 23rd AVENUE
MERIDIAN, MS 39302

CONSTRUCTION GUIDELINES

Revised May 31, 2013

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INSPECTION DIVISION

CITY OF MERIDIAN

P.O. BOX 1430

723 23rd Avenue

MERIDIAN, MS 39302

PHONE 601-485-1900

FAX 601-485-1983

BUILDING OFFICIAL	601-485-1900
ELECTRICAL INSPECTOR	601-485-1900
BUILDING INSPECTOR	601-485-1900
PLUMBING INSPECTOR	601-485-1900
HOUSING INSPECTOR	601-485-1900
MECHANICAL INSPECTOR	601-485-1900
CODE ENFORCEMENT OFFICER	601-485-1900
BOARD OF CONTRACTORS	1-800-880-6161 601-354-6161

NOTICE TO ALL USERS HEREOF

The City of Meridian has adopted the following codes, to-wit:

THE INTERNATIONAL BUILDING CODE, 2012 EDITION

THE INTERNATIONAL RESIDENTIAL CODE, 2012 EDITION

THE INTERNATIONAL FUEL GAS CODE, 2012 EDITION

THE INTERNATIONAL MECHANICAL CODE, 2012 EDITION

THE INTERNATIONAL PLUMBING CODE, 2012 EDITION

THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2012 EDITION

THE INTERNATIONAL FIRE CODE, 2012 EDITION

THE NATIONAL ELECTRICAL CODE, 2014 EDITION

The City's Inspection Division provides this booklet as a summary of these codes. This booklet is not in lieu of any of these codes. This booklet is not to be considered as modifying any of these codes, in whole or in part. This booklet shall not be relied upon or cited as "the final word" but rather each code continues to be "the final word". In case of a conflict between this booklet and any such code, the applicable provision of that code will control and not this booklet.

SITE DEVELOPMENT REVIEW

The Site Development Review (SDR) is required before permits are issued. (*FORM B, see appendix page 17*)

1. Site Development Review (**SDR**) applies to both residential and non-residential projects within the City.
2. Examples of developments that require a **SDR** may consist of, but are not limited to the following:
 - i. construction or modification of buildings / structures;
 - ii. placement of prefabricated buildings / structures;
 - iii. change of use on site; the creation of impervious surfaces, such as parking lots;
 - iv. demolition;
 - v. clearing / grubbing;
 - vi. grading;
 - vii. tree removal;
 - viii. excavating;
 - ix. filling;
 - x. or any other activity that may result in soil erosion or damage to adjacent property.
3. **SDR** forms which are incomplete will be returned with a list of deficiencies.
4. There is no charge for **SDR**. Depending on the project, additional City permits most likely will be required; most of which do incur fees. Permits may consist of:
 - i. Land Use Approval,
 - ii. Foundation,
 - iii. Demolition,
 - iv. Building,
 - v. Plumbing,
 - vi. Mechanical,
 - vii. Gas,
 - viii. Electrical,
 - ix. Tree Removal,
 - x. Sign,
 - xi. Construction Trailer,
 - xii. Manufactured Home.
5. No work is authorized nor shall any permits be issued until the **SDR** has been signed. The applicant shall be liable for performance of any unauthorized work.

NEW CONSTRUCTION

To apply for a building permit for NEW construction, the contractor must furnish the City of Meridian with the following:

1. The City of Meridian requires a \$5000.00 contractor's bond. This bond must be on a City of Meridian bond form. (FORM A, see appendix page 17) The bond itself can be obtained from your insurance company.
2. Contractor must submit a **COMPLETE set of legitimate plans**. Plans and specifications must be submitted to the Building Official at least 15 days before issuance of the building permit. Depending on complexity of the project, some projects may require additional review time. This submission would include but not be limited to the following: site plan, foundation plan, elevations of all exteriors, cross sections of all structural members, and electrical, mechanical, and plumbing drawings. Plans review will be made by the Inspection Division and in the case of commercial buildings, the Fire Marshal.
3. Property will be checked to determine if it is located in the **flood** zone. If located in a flood zone, all necessary flood information must be provided. (FORM B, see appendix page 18)
4. If property is located in an **historic** district, the Historic Preservation Committee must approve the job **before** a permit can be written. The Historic Preservation Secretary, located in the Planning Department at 723 23rd Avenue, 601-485-1922 can assist with any questions concerning the historical district.
5. All commercial jobs that are over \$10,000.00 that are **not** self-contracted, must have a **Material Purchase Certificate** (or proof of application for same), (FORM D, see appendix page 21-22) subsequent to issuing a permit. The Mississippi State Tax Commission office may be contacted at 900 Highway 19 South, Meridian, MS, phone 601-483-2273 for the above form.

6. **Construction trailers** must apply for an **Administrative Permit**. The application will be reviewed by the Senior Planner, whose office is located at 723 23rd Avenue, 601-485-1910. For Administrative Permit to be approved, a site plan is required. Also, the City will check the batter boards and verify all flood information. After all approvals, then a permit will be issued at a cost of \$5.00. If a temporary power pole is required, an additional fee of \$8.00 is required.
7. A "no charge" **grading** permit shall be obtained before any site preparation is made.
8. **Building application form** (***FORM E, see appendix page 23-24***) must be filed with the Inspection Office. **Building permit fees** (***FORM F, see appendix page 24***) are based on the value of the structure. **DO NOT** include the price of the lot, the electrical, plumbing or mechanical cost. The general contractor can purchase an \$8.00 temporary power pole.
9. After plans approval from the site review committee, the batter boards will then be checked.
10. Subcontractors (electrical, plumbing, mechanical, and gas) must be licensed by the City of Meridian or have a transferable license in accordance with the City requirements.
11. Commercial buildings and businesses must comply with the **City of Meridian sign ordinance**. See ***FORM G, appendix page 26*** for application.
12. A **minimum** of three **inspections** shall be made:
 1. Foundation inspection, to be made after trenches are excavated and forms are erected.
 2. Framing or Rough-in inspection.
 3. Final inspection.

The general contractor is responsible for calling for the above inspections. Additional inspections shall be made at the discretion of the Building Official.

AFTER ALL FINALS ARE APPROVED, A CERTIFICATE OF OCCUPANCY IS ISSUED. ONLY THEN CAN THE BUILDING BE OCCUPIED.

THESE ARE GENERAL GUIDELINES ONLY

FOR MORE INFORMATION CONCERNING ZONING, CURB CUTS, OFF-STREET PARKING AND OTHER CITY CODES AND ORDINANCES THAT MAY EFFECT CONSTRUCTION AND OCCUPANCY, OR FOR FURTHER ASSISTANCE, CALL THE ZONING AND INSPECTION DIVISION AT 601-485-1900 BETWEEN THE HOURS OF 7:00 AM AND 4:00 PM MONDAY - FRIDAY, 723 23rd AVENUE, P.O. BOX 1430, MERIDIAN, MS 39302.

**RENOVATIONS, ADDITIONS, ACCESSORY STRUCTURES
AND MOVING BUILDINGS**

A building permit must be obtained before beginning a renovation, addition or accessory structure of which the value of the work and materials exceeds \$100.00. A permit is also required for ready to install structures (such as storage sheds).

The following must be furnished to the Inspection Division prior to beginning a project:

1. The City of Meridian requires a \$5000.00 contractor's bond. This bond must be on a City of Meridian bond form, and the bond itself can be obtained from your insurance company.

(SEE FORM A, appendix page 17)

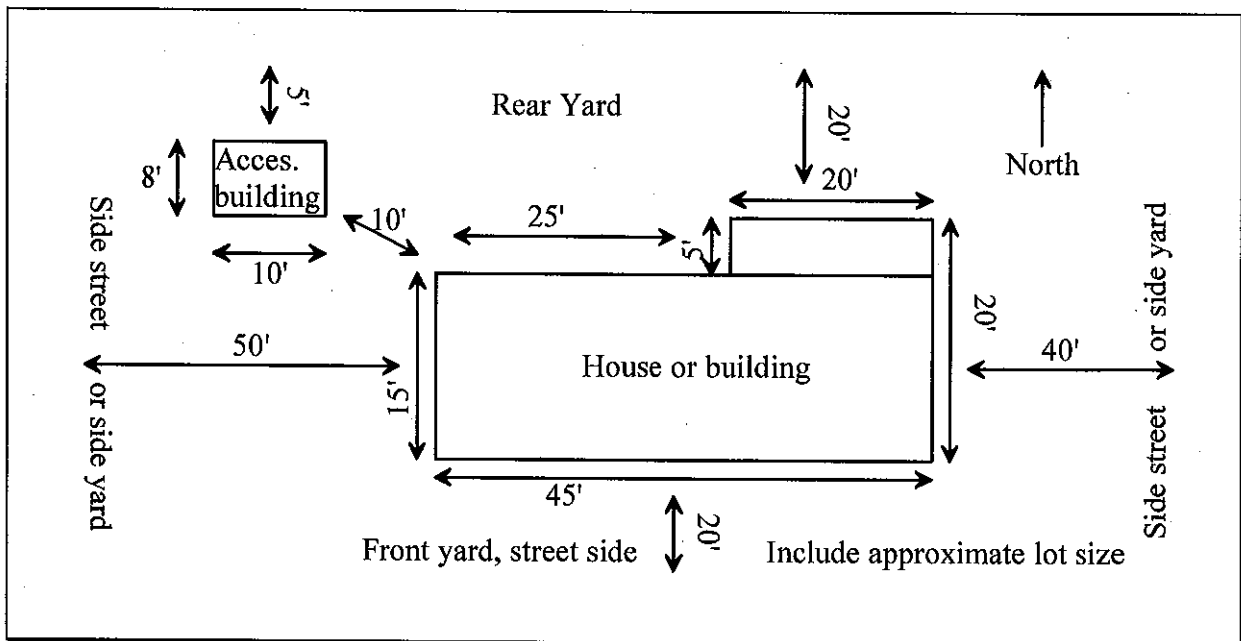
2. Contractor must submit to the City of Meridian a plot or site plan for any addition or accessory structure. Batter boards will be checked by the Inspection Division prior to issuing a building permit.

2A. Accessory structures are permitted in all zones. One storage building per lot is allowed.

Check with the Inspection division for setback and other regulations.

SAMPLE SITE PLAN *

*Note: this is only an example, setback requirements will vary according to zone.



3. Property will be checked to determine if it is located in the **flood** zone. If located in a flood zone, all necessary flood information must be provided. (*SEE FORM B & C, appendix page 18-20*)
4. If property is located in an **historic** district, the Architectural Review Board must approve the job before a permit can be issued. The Historic Preservation Specialist, Planning Dept. 723 23rd Avenue, 601-485-1922 can assist with any questions concerning any historical district requirements.
4. All commercial jobs over \$10,000.00 that are **not** self-contracted, must have a **Material Purchase Certificate** (or proof of application for same), (*FORM D, see appendix page 21-22*) prior to issuing a permit. The Mississippi State Tax Commission office may be contacted at 900 Highway 19 South, Meridian, MS, phone 601-483-2273 for the above form.
6. In the case of a change in the use of an existing building, a floor plan must be included with the site plan. The new use must conform to the proper zone, comply with the National Electrical Code, The International Plumbing Code, The International Mechanical Code, The International Fuel/Gas Code and The International Building Code. All new uses and moved buildings must comply with the Americans with Disabilities Act regulations.

An approved hood system must be installed for commercial cooking areas. A certificate of occupancy will be issued after all final inspections are made and approved. Occupancy of the structure is prohibited until the certificate of occupancy is issued.
7. **Subcontractors** (electrical, plumbing, mechanical, and gas) must be **licensed** by the City of Meridian or have a transferable license in accordance with the City requirements.
8. Commercial buildings and businesses must comply with the **City of Meridian Sign Ordinance**. (*FORM G, see appendix page 26*)
9. A **minimum** of three **inspections** shall be made:
 1. Foundation inspection, to be made after trenches are excavated and forms are erected.
 2. Framing or Rough-in inspection.

3. Final inspection.

The general contractor is responsible for calling for the above inspections. Additional inspections shall be made at the discretion of the Building Official.

AFTER ALL FINALS ARE APPROVED, A **CERTIFICATE OF OCCUPANCY IS ISSUED. ONLY THEN CAN THE BUILDING BE OCCUPIED.**

10. HOUSE MOVING

1. House movers must have contractor's bond.
2. House moving applications must be approved by Police Chief and Public Works Director prior to issuance of permit. (*FORM H, see appendix page 27*)
3. A site plan will be required to ascertain setbacks, and the availability of water and sewer. The batter boards will be checked before the issuance of a permit.
4. A relocated house must comply with the minimum building, electrical, plumbing, mechanical and gas codes.
5. Subcontractors (electrical, plumbing, mechanical, and gas) must be licensed by the City Of Meridian.

AFTER ALL FINAL INSPECTIONS ARE APPROVED, A CERTIFICATE OF OCCUPANCY IS ISSUED AND THEN THE BUILDING MAY BE OCCUPIED.

THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL BUILDING DEBRIS.

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DEMOLITIONS

1. The City of Meridian requires a \$5000.00 contractor's bond. This bond must be on a City Of Meridian bond form, (***FORM A, see appendix page 17***) and the bond itself can be obtained from your insurance company. This bond is required to purchase a demolition permit.
2. The **permit** cost for a demolition is \$26.00 (unless the structure is under 500 sq. ft., then the cost is \$11.00).
3. The demolition permit is **valid** for 30 days from the date of issuance.
4. It will be the contractor's **responsibility** to have all utilities disconnected.
5. It will be the contractor's responsibility to remove from the site all **debris** to a Mississippi Department of Environmental Quality approved landfill.

Waste Management may be contacted at 601- 693-7105, for location.
6. The **sewer line** must be capped off with a rubber seal plug approved by the City of Meridian, on the structure side of the property line within 5 feet of the property line. The sewer plug must be inspected by the City of Meridian before the plug is covered.
7. If the structure is located near a street or sidewalk, the sidewalk or street might have to be **barricaded**. A Street Obstruction Bond (***FORM I, see appendix page 28***) is required if City rights-of-way are involved. The Inspection Division will make this determination.
8. Anyone who has a contractor's bond can demolish structures.
9. The contractor must level lot and supply fill, if necessary, to avoid standing water, and / or erosion onto adjoining property owner.

MANUFACTURED HOMES

Manufactured homes are permitted subject to the following general restrictions. For more information, contact the Zoning and Inspection Division.

1. **Single-wide** manufactured homes are allowed in zone A and in zone R-2 on **small lots** (under 30 feet wide).
2. **Double-wide** manufactured homes are allowed in A, R-2, and R-3 zones.
3. Single-wide or double-wide manufactured homes are allowed for **hardship** cases with a Special Use Permit, pursuant to Section 719.04 and Section 1400 of the City of Meridian Zoning Ordinance.
4. Single-wide or double-wide manufactured homes are allowed for **caretaker, security function, temporary emergency use** in B-3, B-4, B-5 and industrial zones by **Special Use Permit**. Manufactured homes are not allowed in B-1 and B-2 zones for these functions.
5. Manufactured homes are only allowed as **temporary or emergency** dwellings in Designated City of Meridian Historic Districts.
6. A Manufactured home:
 - a. Is subject to all provisions of the **Zoning Ordinance** applicable to residential structures.
 - b. Must have minimum **width** of 14' measured from one roof over hang to another.
 - c. **Multi-sectional** units must be at least 20' wide.
 - d. Must have an approved **foundation system**.
 - e. Must meet **HUD Code** Construction Standards.
 - f. All accessory buildings shall be **architecturally compatible** with the main structure.
 - g. Must have properly installed **skirting** (except temporary units), **steps** and **handrails**, also the **address** must be properly displayed.

7. All electrical, plumbing, mechanical and gas work must be permitted and done by **licensed contractors**.
8. A minimum of 2 off-street **parking spaces** with all weather surface, i.e. concrete, roofing tabs, or gravel is required.
9. A \$5.00 **trailer permit** must be obtained for all single-wide manufactured homes. A double-wide (over 20' wide) requires a building permit based on the value of the home. Permits for both single and double wides must be obtained by a **bonded contractor**.
10. Compatibility to surrounding area must be met. Prior to issuing a permit, a **site plan** must be submitted to the Inspection Division and a **batter board check** made and approved. **Water** and **sewer** availability must also be checked. **Flood zone** must be determined. Manufactured homes can **not** be located in the **floodway**.

COMPLIANCE WITH ALL REQUIREMENTS MUST BE MADE AND THE CERTIFICATE OF OCCUPANCY ISSUED **PRIOR** TO OCCUPANCY.

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HARDSHIP' OR TEMPORARY MANUFACTURED HOUSING

In cases of hardship or temporary uses or other questions, contact the Zoning and Inspection Division for further assistance and information.

Under hardship cases the manufactured home must be in addition to a principal dwelling and as a temporary dwelling, see Section 719.04 of the Zoning Ordinance.

GENERAL REQUIREMENTS FOR MANUFACTURED HOUSING USED FOR OFFICE

SPACES

1. Shall be subject to the **provisions of the zoning ordinance** within which the manufactured home for office space and public / semipublic use is located; i.e., lot size, setbacks, off street parking, etc.
2. **Site plan** must be provided and **setbacks** and the **flood zone** checked prior to issuing the permit to a **bonded contractor**. **Water and sewer** availability must also be checked.
3. Shall be attached to an approved **foundation system**.
4. Shall comply with **HUD Construction** Standards if manufactured after June 15, 1976. If unit does not meet HUD Standards, it must comply with applicable building codes of the City of Meridian.
5. Hitch, axles and wheels must be **removed**. **Skirting**, proper **steps** must be installed. Correct **address** must be properly displayed.
6. All electrical, plumbing, mechanical and gas work must be permitted and done by **licensed contractors**.
7. Must comply with the **sign ordinance**, if applicable.
8. All **accessory buildings** shall be architecturally compatible with the principal structure.
9. Under no circumstances shall manufactured homes be used for **retail space**.
10. Compliance with all requirements must be made and the certificate of occupancy issued prior to occupancy.

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APPENDIX

CONTRACTOR'S BOND

\$5,000.00

BOND NUMBER _____

TYPE BUSINESS _____

CITY OF MERIDIAN MISSISSIPPI

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, Principal, whose home office or place of residence is _____, in the State of _____; and, _____, a Surety Company domiciled at _____, in the State of _____, but authorized to do business in the State of Mississippi under the laws thereof, as Surety, are held and firmly bound unto the City of Meridian, Mississippi, a municipal corporation, in the penal sum of Five Thousand Dollars (\$5,000.00) lawful money of the United States of America, to be paid to it, for which payment well and truly to be made, we bind ourselves, and our legal representatives, jointly and severally, by these presents.

The conditions of this bond are such, that whereas the said _____, Principal, has been granted a permit or a license by the said City of Meridian to operate therein as a general contractor (or Plumbing Contractor, Gas Fitting Contractor, Electrical Contractor, Air Conditioning Contractor, or House Moving Contractor, as the case may be) under the rules, regulations and ordinances, adopted by the City Council of the said City of Meridian and in force and effect and under the applicable laws of the State of Mississippi, and will hereafter, from time to time, apply for and be granted permits to do particular work and operations thereunder.

NOW THEREFORE, if the above bound principal shall faithfully perform all work under the said license and do and perform all work in connection with the erection, construction or maintenance required under each and every permit granted under the said license, and make all installations (or house moving, as the case may be) required under any permit granted therefor strictly in accordance with the terms thereof, and with the rules and regulations and ordinances of the City of Meridian and the laws of the State of Mississippi, and shall further pay to the City of Meridian the sum of One Hundred Dollars (\$100.00) as liquidated damages for each and every violation of any of the provisions of said permit and the rules and regulations and ordinances of the City of Meridian and of the laws of the State of Mississippi in the erection, construction, and maintenance or installation of any work (or in the moving if any house, as the case may be) required under any permit issued to said principal under said license and, in addition thereto, shall indemnify and save harmless the City of Meridian, Mississippi, its officers and agents, from any and all claims, damages, suits, actions or causes of action, arising from or growing out of any act done in violation of the said permit and the rules, regulations, ordinances and laws, then this obligation shall be null and void otherwise to remain in full force and effect.

It is agreed and understood, however, that the said contractor shall be given five (5) days notice of any violation for which the liquidated damages above provided for should be paid. Within the five (5) days the said contractor would have opportunity to make the necessary correction, and upon his failure to do so, demand will be made for payment of the liquidated damages hereinabove provided for.

It is further provided that this bond may be canceled by the Surety upon written notice of cancellation delivered to the Building Official, provided, however, that such cancellation shall not affect any liability which has theretofore become fixed, and shall not affect permits theretofore granted, the work under which has not been completed.

WITNESS THE SIGNATURES of the said principal and surety on this the _____ day of _____, 20_____.

PRINCIPAL
BY: _____

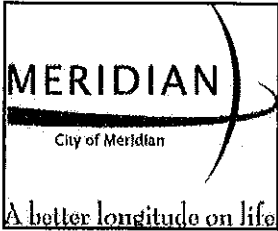
SURETY
BY: _____

APPROVED:

Building Official, City of Meridian

(SEAL)

This the _____ day of _____, 20_____.



SDR _____

SITE DEVELOPMENT REVIEW

Last Updated April 2013

Project Name _____

Site Address or Location _____

Owner _____ Phone # _____ E-mail _____

Owner Mailing Address _____ City _____ State _____ Zip Code _____

Applicant _____ Phone # _____ E-mail _____

Applicant Mailing Address _____ City _____ State _____ Zip Code _____

Description of proposed development (check all that apply):

Build New Structure Construct Parking Lot Build Fence / Retaining Wall

Modify Existing Structure Clearing / Grubbing Install Utilities

Install Prefab. Structure Tree Removal Use change

Demolish Structure Grading Other: _____

Does proposed development trigger Mississippi Department of Environmental Quality and/or US Army Corps of Engineers Comments/Review? Yes _____ No _____ Not Sure _____

SITE PLAN SUBMITTED WITH THIS FORM?: Yes _____ No _____

Applicant Signature _____ Date _____

---- FOR CITY USE ONLY----

Zoning District: _____

Flood Zone: _____

Form distributed for review by: _____

	Initial	Date	Approval	Denial
TO: Building & Inspection.	_____	_____	_____	_____
Planning.	_____	_____	_____	_____
Engineering	_____	_____	_____	_____
Fire Prevention.	_____	_____	_____	_____
COPIES TO: Applicant	_____	_____	_____	_____
Administration	_____	_____	_____	_____

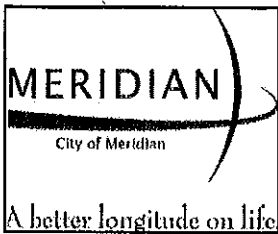
DATES OF ACTION: _____

Site Plan Review Committee meeting date: _____

SDR APPROVED: _____

Building Official Signature _____ Date _____

SDR _____



SITE DEVELOPMENT

OVERVIEW

- ◆ Site Development Review (SDR) applies to both residential and non-residential projects within the City.
- ◆ Examples of developments that require a SDR may consist of, but are not limited to the following: construction or modification of buildings / structures; placement of prefabricated buildings / structures; change of use on site; the creation of impervious surfaces, such as parking lots; demolition; clearing / grubbing; grading; tree removal; excavating; filling; or any other activity that may result in soil erosion or damage to adjacent property.
- ◆ SDR forms which are incomplete will be returned with a list of deficiencies.
- ◆ There is no charge for SDR. However, depending on the project, City permits most likely will be required; most of which do incur fees. Permits may consists of: Land Use Approval, Foundation, Demolition, Building, Plumbing, Mechanical, Gas, Electrical, Tree Removal, Sign, Construction Trailer, and Manufactured Home.
- ◆ No work is authorized nor shall any permits be issued until the SDR has been signed. The applicant shall be liable for performance of any unauthorized work.

PLAN REVIEW PROCESS

- ◆ **Submittal** - Applicant submits completed SDR form and Site Plan.
- ◆ **Plans Distribution** - Planning routes SDR form and Site Plan to designated City departments.
- ◆ **Concurrent Reviews** - Building & Inspection, Planning, Engineering, and Fire Prevention concurrently review SDR form and Site Plan and make any necessary pre-development site visits.
- ◆ **Reviews Consolidated** - Comments, marked-up Site Plan, or approval from respective City departments are returned to Building & Inspection. At this time, either a comments sheet will be generated, a Site Plan Review Committee meeting called, or SDR is finalized and approved.
- ◆ **Applicant Contacted** - Building & Inspection provides applicant with results of review.

MINIMUM SUBMITTAL CHECKLIST

- Site Plan** - Required contents shall include, but not be limited to, the following elements:
- 1. Statement describing the character and intended use of the development;
- 2. A dimensioned site plan of the property drawn to scale of sufficient size to show:
 - (a) Exact size and location of all buildings / structures relative to property & easement lines.
 - (b) All means of ingress and egress (Access-ways / curb cuts).
 - (c) All setbacks, screens and buffers pursuant to Section 710 of Zoning Ordinance.
 - (d) Off-street parking and loading areas and calculations.
 - (e) Refuse collection areas.
 - (f) Natural and topographic features such as streams, lakes, trees, and contours.
 - (g) Grading, drainage, water, sewer, and electric connections and appurtenances.
 - (h) Disturbed areas delineated with dimensions and quantities shown in square feet.
 - (i) Erosion control measures.

CONTACTS

Building & Inspection.....	Building Official.....	601.485-1900
Planning & Zoning.....	Zoning Administrator.....	601.485-1910
Engineering.....	City Engineer.....	601.485-1917
Fire Prevention.....	Fire Marshall.....	601.484-6853
Public Works.....	PW Director.....	601.485-1920

FLOODPLAIN DEVELOPMENT PERMIT

DETERMINATION OF IMPROVEMENT COST

BUILDING PERMIT # _____ DEVELOPMENT PERMIT # _____

LOCATION OF PROPERTY _____

OWNER _____ CONTRACTOR _____

TYPE OF DEVELOPMENT: _____ ADDITION _____ ALTERATION

LOCATION IN: _____ FLOODWAY _____ FLOODFRINGE

DETERMINATION OF SUBSTANTIAL IMPROVEMENT

APPROXIMATE DATE OF ORIGINAL CONSTRUCTION _____

FAIR MARKET VALUE OF EXISTING STRUCTURE _____

BASIS OF DETERMINATION OF FAIR MARKET VALUE:

_____ APPRAISER _____ LAUDERDALE COUNTY TAX ASSESSOR

HAVE OTHER ADDITIONS OR ALTERATIONS BEEN MADE SINCE 1978? _____

<u>DATE</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
_____	_____	\$ _____
_____	_____	\$ _____

COST OF PROPOSED IMPROVEMENTS \$ _____

TOTAL CUMULATIVE COST OF IMPROVEMENTS \$ _____

IS THE PROPOSED ADDITION/ALTERATION A SUBSTANTIAL IMPROVEMENT? _____

I, _____, as owner/agent of the above referenced property, fully understand and accept the above condition as a limitation on a building permit to construct improvements. I agree to comply with all applicable provisions of Ordinance #3770 being the Flood Ordinance of the City of Meridian.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS THE _____ DAY OF _____, _____.

Notary Public

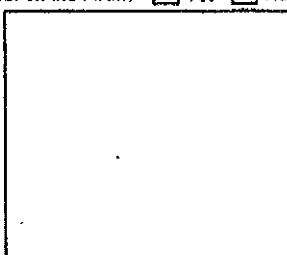
FEDERAL EMERGENCY MANAGEMENT AGENCY
 NATIONAL FLOOD INSURANCE PROGRAM
ELEVATION CERTIFICATE

O.M.B. No. 3067-0077
 Expires July 31, 2015

Important: Read the instructions on pages 1 - 7.

SECTION A - PROPERTY OWNER INFORMATION		
BUILDING OWNER'S NAME	For Insurance Company Use:	
BUILDING STREET ADDRESS (Including Apt., Unit, Suite, and/or Bldg. No.) OR P.O. ROUTE AND BOX NO.	Policy Number	
CITY	STATE	ZIP CODE
PROPERTY DESCRIPTION (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
BUILDING USE (e.g., Residential, Non-residential, Addition, Accessory, etc. Use Comments section if necessary.)		
LATITUDE/LONGITUDE (OPTIONAL) (##°-##'-##.##" or ##.####")	HORIZONTAL DATUM: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983	SOURCE: <input type="checkbox"/> GPS (Type): <input type="checkbox"/> USGS Quad Map <input type="checkbox"/> Other:

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP COMMUNITY NAME & COMMUNITY NUMBER		B2. COUNTY NAME		B3. STATE	
B4. MAP AND PANEL NUMBER	B5. SUFFIX	B6. FIRM INDEX DATE	B7. FIRM PANEL EFFECTIVE/REVISED DATE	B8. FLOOD ZONE(S)	B9. BASE FLOOD ELEVATION(S) (Zone AO, use depth of flooding)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other (Describe): _____					
B11. Indicate the elevation datum used for the BFE in B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other (Describe): _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: _____					

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)	
C1. Building elevations are based on: <input type="checkbox"/> Construction Drawings* <input type="checkbox"/> Building Under Construction* <input type="checkbox"/> Finished Construction *A new Elevation Certificate will be required when construction of the building is complete.	
C2. Building Diagram Number _____ (Select the building diagram most similar to the building for which this certificate is being completed - see pages 6 and 7. If no diagram accurately represents the building, provide a sketch or photograph.)	
C3. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO Complete items C3a-i below according to the building diagram specified in item C2. State the datum used, if the datum is different from the datum used for the BFE in Section B, convert the datum to that used for the BFE. Show field measurements and datum conversion calculation. Use the space provided or the Comments area of Section D or Section G, as appropriate, to document the datum conversion. Datum _____ Conversion/Comments _____	
Elevation reference mark used _____ Does the elevation reference mark used appear on the FIRM? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> a) Top of bottom floor (including basement or enclosure) _____ ft.(m) <input type="checkbox"/> b) Top of next higher floor _____ ft.(m) <input type="checkbox"/> c) Bottom of lowest horizontal structural member (V zones only) _____ ft.(m) <input type="checkbox"/> d) Attached garage (top of slab) _____ ft.(m) <input type="checkbox"/> e) Lowest elevation of machinery and/or equipment servicing the building _____ ft.(m) <input type="checkbox"/> f) Lowest adjacent grade (LAG) _____ ft.(m) <input type="checkbox"/> g) Highest adjacent grade (HAG) _____ ft.(m) <input type="checkbox"/> h) No. of permanent openings (flood vents) within 1 ft. above adjacent grade _____ <input type="checkbox"/> i) Total area of all permanent openings (flood vents) in C3h _____ sq. in. (sq. cm)	License Number, Embossed Seal, Signature, and Date 

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION			
This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information in Sections A, B, and C on this certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.			
CERTIFIER'S NAME	LICENSE NUMBER		
TITLE	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	TELEPHONE	

IMPORTANT: In these spaces, copy the corresponding information from Section A.			For Insurance Company Use:
BUILDING STREET ADDRESS (Including Apt., Unit, Suite, and/or Bldg. No.) OR P.O. ROUTE AND BOX NO.			Policy Number
CITY	STATE	ZIP CODE	Company NAIC Number

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

COMMENTS

Check here if attachments

SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO and ZONE A (WITHOUT BFE)

For Zone AO and Zone A (without BFE), complete Items E1 through E3. If the Elevation Certificate is intended for use as supporting information for a LOMA or LOMR-F, Section C must be completed.

- E1. Building Diagram Number _____ (Select the building diagram most similar to the building for which this certificate is being completed - see pages 6 and 7. If no diagram accurately represents the building, provide a sketch or photograph.)
- E2. The top of the bottom floor (including basement or enclosure) of the building is ft.(m) in.(cm) above or below (check one) the highest adjacent grade.
- E3. For Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here.

PROPERTY OWNER'S OR OWNER'S AUTHORIZED REPRESENTATIVE'S NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ DATE _____ TELEPHONE _____

COMMENTS _____

Check here if attachments

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below.

- G1. The information in Section C was taken from other documentation that has been signed and embossed by a licensed surveyor, engineer, or architect who is authorized by state or local law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. The following information (Items G4-G9) is provided for community floodplain management purposes.

G4. PERMIT NUMBER	G5. DATE PERMIT ISSUED	G6. DATE CERTIFICATE OF COMPLIANCE/OCCUPANCY ISSUED
-------------------	------------------------	---

- G7. This permit has been issued for: New Construction Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building is: _____ ft.(m) Datum: _____
- G9. BFE or (in Zone AO) depth of flooding at the building site is: _____ ft.(m) Datum: _____

LOCAL OFFICIAL'S NAME _____ TITLE _____

COMMUNITY NAME _____ TELEPHONE _____

SIGNATURE _____ DATE _____

COMMENTS _____

Check here if attachments

Form 72-405-00-1-1-000 (Rev. 3/00)



Mississippi Contractor's Application for Material Purchase Certificate and/or Contract Qualification

Page 1

This form must be typed or printed. Copies or reproductions of the official form are not acceptable. Incomplete forms will be returned without processing. Round to the nearest whole dollar (no pennies). This application must be completed by Prime Contractor for each commercial construction contract over \$10,000. Tax must be covered by a surety bond if not pre-paid. If the contract is \$75,000 or less, and performed by an contractor with an in-state location, the tax may be paid on a monthly basis in the same nature as a contract covered by a bond.

Sales Tax Account Number

--	--	--	--	--	--	--	--	--	--

TO BE COMPLETED BY TAX COMMISSION

Material Purchase Certificate Number

--	--	--	--	--	--	--	--	--	--

SECTION A: Business Information

- | | |
|---|--|
| <p>1. Method of Payment</p> <p><input type="checkbox"/> Bond Posted</p> <p><input type="checkbox"/> Prepaid Sales Tax</p> <p><input type="checkbox"/> Total Contract Price \$75,000 or Less (with business location inside State of Mississippi)</p> | <p>2. Type of Ownership</p> <p><input type="checkbox"/> Individual (Sole Proprietor) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Other: Specify _____</p> |
|---|--|

3. Contractor's Name..... _____

Business Name (DBA)..... _____

Primary Address..... _____

City..... _____ **State** _____ **County** _____ **ZIP** _____

Mailing..... _____

City..... _____ **State** _____ **County** _____ **ZIP** _____

Phone () _____ **Ext.** _____ **Fax** () _____

SECTION B: Contract Information - Application is made for material purchase certificate covering the following contract:

4. Date of Contract _____

Estimated Start Date _____ **Estimated Completion Date** _____

5. Kind of work to be performed:

6. Name and Address of Owners for whom contract is to be performed:

7. Phone () _____ **Ext.** _____

8. Location of Job

City _____ **State** _____ **County** _____ **ZIP** _____

9. Estimated Contract Price or Compensation to be received (round to the nearest whole dollar)

--	--	--	--	--	--	--	--	--	--

Continue to Page 2



CITY OF MERIDIAN

BUILDING PERMIT APPLICATION

DATE: _____

APPLICATION FOR CONSTRUCTION OF: _____

ADDRESS: _____

STORIES: _____

SIZE OF BUILDING: _____

FOUNDATION TYPE: _____

CEILING HEIGHT: _____

BEDROOMS: _____

EXTERIOR WALLS: _____

BATHROOMS: _____

COST OF PLUMBING: \$ _____

PLUMBING FIXTURES: _____

COST OF WIRING: \$ _____

LOCATED ON WATER/SEWER: _____

COST OF HEATING/AIR: \$ _____

FIREPLACES/TYPE: _____

VALUE OF STRUCTURE: \$ _____

FUEL FOR HEATING: _____

TOTAL COST OF ALL WORK \$ _____

This application for building permit is made on condition that all requirements and provisions of the International Building Codes are strictly adhered to. Any deviations from the submitted plans must be approved by the Building Official prior to construction.

This approval does not apply to electrical work, plumbing, heating and gas fittings and is approved on condition that city requirements take precedence over anything contrary to same that may be contained in plans and/or specifications. When structure is completed all forms and rubbish must be removed.

OWNER _____	BY	_____
MAILING ADDRESS _____	PHONE	_____

CONTRACTOR _____	BY	_____
MAILING ADDRESS _____	PHONE	_____

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____,

NOTARY PUBLIC

DATE: _____

Ricky Joe Shirley
Building Official
City of Meridian

RE: _____

THIS IS TO CERTIFY THAT THIS STRUCTURE SHALL NOT BE OCCUPIED UNTIL ALL FINAL INSPECTIONS HAVE BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED ACCORDING TO THE CITY OF MERIDIAN CODE OF ORDINANCES SECTION 1803 WHICH STATES IN PART:

“No vacant land shall be occupied or used, except for agricultural purposes, and no buildings hereafter erected or structurally altered shall be occupied or used until a certificate of occupancy shall have been issued within three (3) days after the application has been made, provided such use is in conformity with the provisions of this ordinance.”

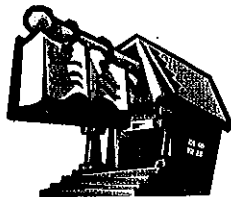
I AGREE THAT SHOULD A REQUEST BE MADE FOR TEMPORARY POWER, WATER OR GAS PRIOR TO THE FINAL INSPECTIONS, THESE UTILITIES MAY BE CONNECTED AT THE DISCRETION OF THE BUILDING OFFICIAL FOLLOWING PRELIMINARY INSPECTIONS AND WILL ONLY BE APPROVED FOR CONNECTIONS IN THE NAME OF THE GENERAL CONTRACTOR. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE WATER DEPOSIT AND ALL WATER CONSUMED UP UNTIL THE TIME THE CERTIFICATE OF OCCUPANCY IS ISSUED AND THE TEMPORARY WATER IS ORDERED OFF.

Sincerely,

General Contractor _____
Mailing Address _____

BUILDING PERMIT FEES

\$100	up to \$1,000-----	\$12.00
\$2,000	\$20.00 + \$5.00 for each additional \$1,000-----	\$20.00
\$3,000	-----	\$25.00
\$4,000	-----	\$30.00
\$5,000	-----	\$35.00
\$6,000	-----	\$40.00
\$7,000	-----	\$45.00
\$8,000	-----	\$50.00
\$9,000	-----	\$55.00
\$10,000	-----	\$60.00
\$15,000	-----	\$85.00
\$16,000	-----	\$90.00
\$17,000	-----	\$95.00
\$18,000	-----	\$100.00
\$19,000	-----	\$105.00
\$20,000	-----	\$110.00
\$25,000	-----	\$135.00
\$30,000	-----	\$160.00
\$35,000	-----	\$185.00
\$40,000	-----	\$210.00
\$45,000	-----	\$235.00
\$50,000	\$260.00 + \$4.00 for each additional \$1,000-----	\$260.00
\$51,000	-----	\$264.00
\$52,000	-----	\$268.00
\$53,000	-----	\$272.00
\$54,000	-----	\$276.00
\$55,000	-----	\$280.00
\$60,000	-----	\$300.00
\$65,000	-----	\$320.00
\$70,000	-----	\$340.00
\$75,000	-----	\$360.00
\$80,000	-----	\$380.00
\$85,000	-----	\$400.00
\$90,000	-----	\$420.00
\$95,000	-----	\$440.00
\$100,000	\$460.00 + \$3.00 for each additional \$1,000-----	\$460.00
\$101,000	-----	\$463.00
\$102,000	-----	\$466.00
\$103,000	-----	\$469.00
\$104,000	-----	\$472.00
\$105,000	-----	\$475.00
\$110,000	-----	\$490.00
\$115,000	-----	\$505.00
\$120,000	-----	\$520.00
\$125,000	-----	\$535.00
\$500,000	\$1,660.00 + \$2.00 for each additional \$1,000-----	\$1,660.00
\$1,000,000	-----	\$2,660.00



CITY OF MERIDIAN APPLICATION FOR SIGN PERMIT

DATE OF APPLICATION: _____

DATE PERMIT ISSUED: _____

OWNER: _____

CONTRACTOR: _____

ADDRESS OF PROPOSED SIGN _____

ZONE: _____ LOCATED IN FLOOD ZONE? _____

TYPE AND VALUATION OF PROPOSED SIGN: ONLY ONE TYPE PER SIGN APPLICATION FORM

Monument Sign:	_____	\$ _____
Wall Sign:	_____	\$ _____
Detached Sign:	_____	\$ _____
Projecting Sign:	_____	\$ _____
Portable Sign:	_____	\$ _____

SIZE OF PROPOSED SIGN: _____

HEIGHT ABOVE GRADE: _____

OTHER SIGNS LOCATED ON PROPERTY? _____

PROPERTY LINE SETBACKS:

Front: _____
 Rear: _____
 Left Side: _____
 Right Side: _____

(attach site plan for all detached signs)

ALL ELECTRICAL WORK MUST BE PERFORMED BY A LICENSED ELECTRICIAN

IF LOCATED IN HISTORICAL DISTRICT,
MUST BE APPROVED BY MERIDIAN HISTORICAL PRESERVATION COMMISSION

APPROVED BY BUILDING OFFICIAL: _____

Date: _____

Contractor's Signature

Building Official's Signature

APPLICATION FOR HOUSE MOVING PERMIT

This application to be filled in by the applicant before a permit for moving a house will be issued. Subject to the conditions as stated in the Building Code of the City of Meridian, Mississippi pertaining to the moving of buildings.

MERIDIAN, MISSISSIPPI _____

APPLICATIONS IS HEREBY MADE FOR THE MOVING OF _____

(type of building to be moved)

FROM LOCATION _____

TO LOCATION _____

EXTREME DIMENSIONS

HEIGHT _____ WIDTH _____ LENGTH _____

ROUTE

CONTEMPLATED ROUTE THAT WILL BE TAKEN FROM PRESENT TO NEW LOCATION:

APPROXIMATE TIME SUCH BUILDING WILL BE ON PUBLIC STREETS _____

WILL YOU REQUIRE ASSISTANCE FROM PUBLIC WORKS? _____

WILL YOU REQUIRE POLICE ESCORT? _____

OWNER _____ BY _____

MAILING ADDRESS _____ PHONE _____

MOVER _____ BY _____

MAILING ADDRESS _____ PHONE _____

** NOTICE MUST BE GIVEN TO POLICE DEPARTMENT & PUBLIC WORKS DEPARTMENT FORTY-EIGHT (48) HOURS PRIOR TO STRUCTURE BEING MOVED.

APPROVED _____ DATE _____
Police Chief

APPROVED _____ DATE _____
Public Works Director

APPROVED _____ DATE _____
Building Official

STREET OBSTRUCTION BOND

KNOW ALL MEN BY THESE PRESENTS, That we _____
Of _____ as Principal and
_____ as Surety, are held and firmly bound unto the City
of Meridian, Mississippi in the sum of \$ _____ for the payment whereof well and truly to be
made, we bind ourselves, our heirs and legal representatives, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH That whereas the said
_____, has been granted permission by the said City of
Meridian to obstruct streets and sidewalks therein, and will be granted such permission on additional occasions
during the period hereinafter described.

NOW THEREFORE, if said _____ shall well truly save the City
of Meridian harmless on account of all claims arising out of acts occurring from the _____ day of
_____ 20____, to the _____ day of _____, 20____, and made against said city for
damages to persons or property, caused or in any manner occasioned by obstructing said streets, and sidewalks,
and also all costs and expense to the City on account of any repairs to the streets and sidewalks made necessary by
such obstruction, then this obligation to be void, otherwise to remain in full force and effect.

It is further provided that this bond may be cancelled by the Surety upon written notice of cancellation
delivered to the City Engineer-Public Works Director, provided, however, that such cancellation shall not effect
any liability which has theretofore become fixed, and shall not affect permits theretofore granted, the work under
which has not been completed.

WITNESS OUR HAND AND SEALS the _____ day of _____, 20 ____.

Witness

Principal

ATTEST: _____

BY: _____

ATTORNEY-IN-FACT

Approved this _____ day of _____, 20 ____.

CITY CLERK

NOTE: The City of Meridian requires a minimum bond of \$5,000.00.