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

CONSTRUCTION GUIDELINES

Revised May 31, 2013
TABLE OF CONTENTS

SITE DEVELOPMENT REVIEW .................................................. 5
NEW CONSTRUCTION .......................................................... 6
HISTORIC DISTRICTS .......................................................... 6
ACCESSORY STRUCTURES .................................................... 9
ADDITIONS ........................................................................ 9
RENOVATIONS .................................................................... 9
MOVING BUILDINGS ............................................................ 11
DEMOLITIONS ..................................................................... 12
MANUFACTURED HOMES ..................................................... 13-14
HARDSHIP MANUFACTURED HOMES .................................. 15
TEMPORARY MANUFACTURED HOMES ................................. 15

APPENDIX

FORM A  CONTRACTOR'S BOND ............................................. 18
FORM B  SITE DEVELOPMENT REVIEW .................................. 19-20
FORM C  FLOODPLAIN MAN. PERMIT .................................... 21
FORM D  ELEVATION CERTIFICATE ......................................... 22-23
FORM E  MATERIAL PURCHASE CERT. ................................. 24-25
FORM F  BUILDING PERMITS APPLICATION .......................... 26-27
FORM G  BUILDING PERMIT FEES .......................................... 28
FORM H  SIGN PERMIT APPLICATION ..................................... 29
FORM I  HOUSE MOVING APPLICATION ............................... 30
FORM J  STREET OBSTRUCTION BOND .................................... 31
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, 2017 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.

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.
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-sectiona 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.

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.
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.
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.
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 ________________________________, 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 shall 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

This the ______ day of _____________________, 20____

(SEAL)
# Site Development Review

**Project Name**

**Site Address or Location**

**Owner**

**Owner Mailing Address**

**Applicant**

**Applicant Mailing Address**

**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

**Zoning District:**

**Flood Zone:**

**Form distributed for review by:**

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**COPIES TO:**

- [ ] Applicant
- [ ] Administration

**DATES OF ACTION:**

**Site Plan Review Committee meeting date:**

**SDR APPROVED:**

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<th>Building Official Signature</th>
<th>Date</th>
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**Last Updated April 2013**
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.
- Plan 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 Submission Checklist

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

DATE DESCRIPTION VALUE
_________ ___________________________ $___________
_________ ___________________________ $___________

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

Important: Read the instructions on pages 1 - 7.

SECTION A - PROPERTY OWNER INFORMATION

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SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

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<th>Map and Panel Number</th>
<th>Suffix</th>
<th>Firm Index</th>
<th>Effective (Revised) Date</th>
<th>Flood Zone(s)</th>
<th>Elev. Flood Elevation(s)</th>
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B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in B9.

- [ ] NAD 1983
- [ ] USGS Quad Map
- [ ] Other:

B11. Indicate the elevation datum used for the BFE in B9:

- [ ] NAVD 1988
- [ ] NGVD 1929
- [ ] Other:

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)?

- [ ] Yes
- [ ] No

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

<table>
<thead>
<tr>
<th>Construction phase</th>
<th>Reference mark used</th>
<th>Elev. Reference mark used on FIRM</th>
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<td>Yes</td>
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</table>

C1. Building elevations are based on:

- [ ] Construction Drawings
- [ ] Building Under Construction
- [ ] 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.)


Complete items C3a-e 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.

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<thead>
<tr>
<th>Item</th>
<th>Measurement</th>
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<td>b)</td>
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<tr>
<td>h)</td>
<td>ft. (m)</td>
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<tr>
<td>i)</td>
<td>ft. (m)</td>
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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: ____________________________

<table>
<thead>
<tr>
<th>License Number</th>
<th>Certification Code</th>
<th>Signature</th>
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FEMA Form 81-31, AUG 99

SEE REVERSE SIDE FOR CONTINUATION

REPLACES ALL PREVIOUS EDITIONS

22
FORM B

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

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

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, G (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: _______ ft. (m) Datum:

G9. BFE or (In Zone AO) depth of flooding at the building site is:

LOCAL OFFICIAL’S NAME

TITLE

COMMUNITY NAME

TELEPHONE

SIGNATURE

DATE

COMMENTS

[ ] [ ] Check here if attachments

FEMA Form 81-31, AUG 98

REPLACES ALL PREVIOUS EDITIONS
Mississippi
Contractor's Application for Material Purchase Certificate and/or Contract Qualification

This form must be typed or printed. Copies or reproductions of this 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

SECTION A: Business Information

1. Method of Payment
   - Bond Posted
   - Prepaid Sales Tax
   - Total Contract Price $75,000 or Less (with business location inside State of Mississippi)

2. Type of Ownership
   - Individual (Sole Proprietor)
   - Corporation
   - Partnership

3. Contractor's Name:

   Business Name (DBA):

   Primary Address:

   City: __________________________ State: ______ County: ______ ZIP: ______

   Mailing Address:

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

SECTION B: Contract Information (Continued from Page 1)

10. Sales Tax and Use Tax on contracts in excess of $10,000 ($75,000 if in-state contractor) must be prepaid or surety bond posted for payment of Sales, Use, Income, Franchise, Withholding and Other Motor Fuel (Diesel Fuel) Taxes before Material Purchase Certificate will be issued. 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 manner as a contract covered by a bond.

Check only one

☐ Prepaid Sales Tax

ROUND AMOUNTS TO NEAREST WHOLE
DOLLAR $ __________

Prepaid Use Tax (Attach Schedule)

ROUND AMOUNTS TO NEAREST WHOLE
DOLLAR $ __________

Tax due on overruns must be remitted with monthly sales tax return (Form 72-019).

☐ Total contract price $75,000 or less (in-State contractors only.)

☐ Blanket Bond

Amount __________ Date __________

Bonding Company __________

If blanket bond, out-of-state contractors include Form 72-340 Certificate of Prime Contract Amount, completed by the project owner and notarized.

☐ Job Bond

Bonding Company __________

☐ Job Bond (Rider with performance bond)

Bonding Company __________

SECTION C: Subcontractor Information

Complete the following information if any portion of work will be performed by subcontractors

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Contract Amount</th>
<th>Work to be Performed</th>
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Make Check Payable

To

State Tax Commission

P.O. Box 1033

Jackson, MS 39215

The contract described above is not in any way for work to be performed on or associated with a residential structure as stated in Rule 41. If it is later determined that it is residential in nature, the MPC will be withdrawn and adjustments will be made to the correct tax liability in audit.

I declare, under the penalties of perjury, that this application (including any accompanying schedules) has been examined by me and to the best of my knowledge and belief is true, correct and complete application.

Signature of Applicant or Agent

Date __________ Phone __________

25
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 "_________________________"
MAILING ADDRESS "_________________________"

BY "_________________________"
PHONE "_________________________"

CONTRACTOR "_________________________"
MAILING ADDRESS "_________________________"

BY "_________________________"
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

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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 __________________________ 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 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.