

CITY OF LONG BEACH, MISSISSIPPI

BUILDING PERMIT APPLICATION

PHYSICAL ADDRESS:

201 JEFF DAVIS
AVENUE
LONG BEACH, MS 39560

PHONE: (228) 863-1554

FAX: (228) 863-1558

MAILING ADDRESS

POST OFFICE BOX 929
LONG BEACH, MS 39560

Please read and fill in ALL information that is required. You must provide the following documents along with the permit application.

NEW CONSTRUCTION

- Two (2) sets of construction drawings (meeting 2024 IBC or IRC and 2023 NEC) size requirement 24X36 or one (1) set of construction drawings and an email with a pdf attachment of construction drawings
- Two (2) survey's depicting proposed structure footprint to include contours, finished floor elevation, setbacks and any already existing buildings
- Recorded deed of ownership
- Flood certificate of elevation (if you are in a flood zone) including 4 onsite photos with each elevation certificate
 1. Pre-construction
 2. Building under construction
 3. Finished construction
- Velocity Zone (V Zone) applicants must have engineer or architect fill out V Zone Design Certificate.
- Receipt from sewer and water taps, if needed, paid to the Water Department
- Non-Conversion Agreement and/or Floodplain Venting Affidavit for V Zone

ADDITIONS & SHEDS

- One (1) plot plan (showing distance to front, rear and side lot lines from building)
- One (1) cross section of foundation through roof for code review
- Recorded deed of ownership

ALTERATIONS, REPAIRS, DEMOLITION, MOVING BUILDING & ALL OTHERS

- Recorded deed of ownership
- Detailed description of work to be completed

Application is hereby made for permit to accomplish the work as herein described in accordance with duplicate plans and/or specifications submitted herewith. It is agreed that all corrections in plans and/or specifications necessary for compliance shall be observed and all requirements of the 2024 Building Code, City Ordinance 655, Code of Ordinances, and all other pertinent laws and ordinances. Regulating constructions shall be complied within the pursuit of this work whether or not specified herein.

PLEASE PRINT LEGIBLY

DATE: _____

ZONING: _____

JOB ADDRESS: _____

Tax Parcel: _____

CONTRACTOR INFORMATION

Long Beach License # _____

Contractor's Name: _____
First Last

Business Name: _____

Business Address: _____

City State Zip

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Owner's Name: _____
First Last

Mailing Address: _____

City State Zip

Phone: _____

Email: _____

Square Footage		Length	Width	Height	Stories	Bedrooms	Baths
Heated/Cooled	Accessory						
Permit Type:		Exterior Finish		Foundation Type		Work Type	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Government <input type="checkbox"/> School		<input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Brick <input type="checkbox"/> Brick & Wood <input type="checkbox"/> CMU <input type="checkbox"/> Hardy Plank <input type="checkbox"/> Metal <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl Siding Other: _____		<input type="checkbox"/> Chain Wall <input type="checkbox"/> Piers <input type="checkbox"/> Pilings <input type="checkbox"/> Slab Other: _____ _____ _____		<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Alterations <input type="checkbox"/> Repair <input type="checkbox"/> Relocation <input type="checkbox"/> Slab Removal <input type="checkbox"/> Demolition <input type="checkbox"/> Cell Tower	
Building Use Type		WORK DESCRIPTION:					
<input type="checkbox"/> Single Family <input type="checkbox"/> Modular Home <input type="checkbox"/> Accessory Use <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Shed <input type="checkbox"/> Duplex <input type="checkbox"/> Apartments <input type="checkbox"/> Church <input type="checkbox"/> Condominium <input type="checkbox"/> Swimming Pool Other: _____		_____ _____ _____ _____ _____ _____					
ENGINEER _____		DESIGNER _____					
ARCHITECT _____		SURVEYOR _____					
NAME _____		ADDRESS _____					
PHONE () _____		STATE OF MS REG # _____					

I hereby certify that I have read this application and that all information contained herein is true and correct; that I agree to comply with all applicable codes, ordinances and state laws regulating the type work applied for, that I am the owner or authorized to act as the owner's agent for the herein work, and that the

TOTAL CONTRACT OR VALUATION IS: \$ _____

SIGNATURE Alex Applesseed DATE _____

ATTENTION HOME OWNERS

It is not the position of the City of Long Beach Building Department to keep anyone from acting as General Contractor for the construction, repair or remodeling of his/her own home.

It is the intention of the Building Department to prevent a fraud being perpetrated by an unlicensed Building Contractor by having you obtain a permit for such construction for his benefit.

We want to ensure that, if you are going to act as your own General Contractor, that you understand some of the pitfalls and liabilities you undertake, to wit:

1. You may be financially responsible for any person that is working under your direction, which is injured while working on your job. This financial responsibility may include hospitalization cost, unemployment compensation, law suits for lost wages and workman's compensation. No existing homeowners or builders risk policy currently covers this type of loss.
2. You may be responsible for withholding taxes on all persons working under your direction and supervision. This includes unemployment taxes, social security taxes, and matching social security benefit taxes for each person.
3. If you do not obtain contractors general liability insurance, you may be personally liable for any injury of any person that is hurt on your property while construction is in progress. Your homeowner or builders risk policy does not cover this type of loss.
4. The Mississippi Supreme Court has ruled in a precedent setting case that all persons named as contractor on a building permit for the construction of a residence is deemed the responsible party for losses by future owners. If major structural damage occurs up to ten years after construction, and if you are the general contractor on the permit, then you assume this responsibility. This responsibility cannot be superseded by any secondary waiver with any person or uninsured company.
5. If a homeowner employs a General Contractor, it eliminates claims being made by subcontractors and others against the owner to a great extent. If an owner acts as General Contractor, the protection is lost.
6. The homeowner is also responsible for code violations and any penalties in addition to being responsible for corrections to be made, at your cost.

The above list is not intended to be a legal guide or advice, nor is it all encompassing, but only to point out some of the hazards of you acting as your own General Contractor.

I HAVE READ AND UNDERSTAND FULLY THE ABOVE AND FORGOING STATEMENT AND AGREE TO BE BOUND BY THE CONSEQUENCES OF MY APPLYING FOR THIS PERMIT.

HOMEOWNERS CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES UNDER PENALTY OF PERJURY THAT:

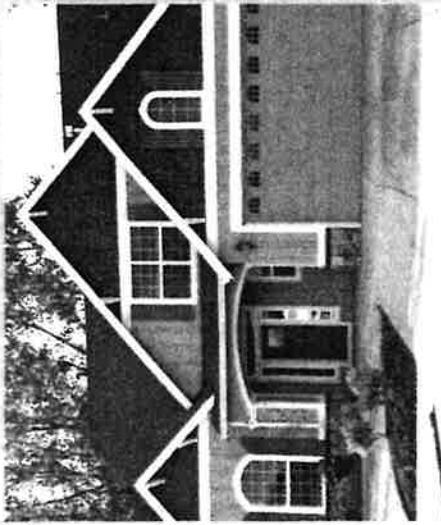
- I am the legal owner of record of the property described above and;
- The property described above is my principal place of residence, or if the application is for a permit to construct a new residence, the new residence will be my principle place of residence upon completion and;
- I am familiar with construction codes, city ordinances, and state laws applicable to such construction activity and;
- All work under the permit issued, as a result of this application, will be performed by me;
- All work must be completed in conformance with current applicable construction codes and must pass inspections by City Inspectors, and I will pay re-inspection fee for any re-inspections required as a result of the work not being ready for inspection or not being in conformance with the applicable code when inspected and;
- If after the work has been inspected the Building official determines that I do not have the knowledge and/or experience to complete the work in conformance with applicable construction codes, the Building Official may stop the work and require me to engage a license and bonded contractor to complete the work.

PROPERTY ADDRESS AND/OR TAX PARCEL #

Alex Applesseed

SIGNATURE

DATE



HOMEOWNERS...Pulling your own permit is RISKY BUSINESS!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull a permit, you are at risk of financial harm.

Fraudulent contractors like to fool people. That's how they earn a living. They will tell you, "Don't worry, you don't need a permit, I've been doing this for years" or "Don't worry, I am licensed and bonded." Demand **WRITTEN PROOF** of their claims because YOU will pay the price if something goes wrong.

Protect yourself. Hire only licensed contractors. For more information or to verify whether a contractor is licensed visit our website at www.msdoc.us or contact us directly at 1-800-880-6161.

WHAT TO CONSIDER BEFORE PULLING YOUR OWN PERMIT

For most individuals, a home is the most valuable asset. In order to protect yourself and your investment, please consider the following before pulling your own building permit:

- Are you willing to take on all the responsibilities of a contractor?
- Are you willing to provide direct, onsite supervision of the construction?
- Are you willing to call for inspections to ensure all work meets proper building codes?
- Are you willing to be held accountable if shoddy work is performed or inspections failed?
- Are you willing to withhold employment taxes and provide workers compensation coverage?
- Are you willing to ensure the safety of individuals working on your property?
- Are you willing to be held liable if work causes damage to your neighbor's property?
- Do you know the basic principles of residential construction?

The Mississippi State Board of Contractors recommends that **ONLY** homeowners with significant experience and skill renovating or building homes and up to date knowledge of building codes pull their own permits. Otherwise, hire a licensed contractor.

MSBOC
Mississippi State Board of Contractors

2679 Crane Ridge Drive, Suite C
Jackson, MS 39216

Ph (800) 880 6161
Fx (601) 354 6715
www.msdoc.us

City of Long Beach Building Official

REQUIRED INSPECTIONS

NEW CONSTRUCTION, REPAIRS, ALTERATIONS AND ADDITIONS

All new construction requires the following inspections:

- Foundation: A plumbing inspection must be done before the pouring of the slab.
- Framing: A framing inspection must be done once the framing of the home is complete. Before closing in walls, a framing, electrical, HVAC, gas and plumbing inspection must be done. Sheathing/Nail Pattern inspection before house wrap or felt.
- Pilings, piers, chain-wall, etc... (finished floor elevation): An inspection must be done at the first living space floor for elevation to ensure that pilings, piers, chain-wall, etc. are in compliance with the elevation height requirements. For new homes, this is when the 2nd Elevation Certificate is required.
- Plumbing: The following are a list of inspections that must be done before a final can be given; plumbing, rough in and stack-out and final.
- Gas: A gas inspection must be done before the gas company will inspect and turn on gas. Pressure must be set at 5 pounds or 12 inches of mercury.
- HVAC: The following are a list of inspections that must be done before a final can be given; mechanical rough in and stack-out and final.
- Electrical (temporary pole): An electrical inspection must be done for T-Pole, rough-in, TEMP 30-day power and final. Full power to the home will not be granted until the home is completed in accordance with the 2024 Building Code. For temporary power to the new construction home, a temp pole (TPole) must be installed and inspected before service will be turned on. (Home Owners must call and set up an account with MS Power or Coast Electric for service) Inspections are required for temp poles for new construction, sheds and homes.
- A Homeowner may pull the building permit. All other permits must be pulled by a state-licensed contractor.
- Final Inspection: A final inspection must be done on all completed work before a Certificate of Occupancy is issued. The completed home must be constructed according to the 2024 Building Code. On all newly constructed homes, all 3 Elevation Certificates are required before a Certificate of Occupancy is issued.
- If you have any questions or concerns, or would like to schedule an inspection, please call the City of Long Beach Building Official's Office at 228-863-1554.

A CLEAN JOB IS A SAFE JOB

- **This will make your jobsite look more appealing for a potential buyer**
- **This will make you look better as a contractor to your customers**
 - **This could save you from a potential workers comp claim**

There will NOT be an inspection on your jobsite if the work area is not clean of trash and other debris



Building Official Office
201 Jeff Davis Avenue
PO Box 929
Long Beach, MS 39560
228-863-1554 phone
228-863-1558 fax

Non-Conversion Agreement (for areas/enclosures below base flood elevation
(plus freeboard) and/or Floodplain venting affidavit

Property Owner _____
Property Address _____
Mailing Address _____
Phone Number _____
Legal Description _____

Steps in filing a Non-Conversion Agreement

1. Bring the Non-Conversion Agreement to:
Harrison County Chancery Clerk
1801 23rd Avenue, 1st Floor
Gulfport, MS 39501
228-865-4164
2. Include a copy of the Warranty Deed
3. File a copy with the City of Long Beach Building Officials Office

STATE OF MISSISSIPPI
COUNTY OF HARRISON

CITY OF LONG BEACH
LONG BEACH, MS
DECLARATION
NON-CONVERSION AGREEMENT
AND/OR FLOODPLAIN VENTING AFFIDAVIT

This DECLARATION made the ____ day of _____, by
_____ (owner) having an address of

_____.

WITNESSTH:

Whereas, the owner is the apparent record owner of all that real property located at _____ in the City of Long Beach in the County of Harrison designated in the Tax Records as Tax Parcel Number _____ and more particularly described as shown in attached a Flood Insurance Rate Panel incorporated by reference.

Whereas, the owner has applied for a permit to place a structure on that property that has an enclosed area below the base flood elevation construction in accordance with the requirements of the City of Long Beach Ordinance 642 of the Floodplain Damage Prevention Ordinance dated February 18, 2019, and under Permit Number _____.

Whereas, the owner certifies and declares that the following covenants, condition and restrictions are placed on the affected property as a condition of granting the Permit, and affects the right and obligations of the Owner and shall be binding on the Owner, his/her heirs, personal representatives, successors, future owner, and assigns.

UPON THE TERMS AND SUBJECT TO THE CONDITIONS CONTAINED HEREIN, the owner agrees and declares, as follows:

1. The structure or part thereof to which these conditions apply: is Below the BFE (Base Flood Elevation).
2. At this site, the Base Flood Elevation is _____ feet above mean sea level, National Geodetic Vertical Datum.
3. Enclosed areas below the Base Flood Elevation shall comply with the City's Flood Ordinance and shall be used solely for parking of

Owner

Owner

State of _____

County of _____

PERSONALLY APPEARD BEFORE ME, the undersigned whose name(s) are subscribed to the within Declaration and who acknowledge that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Alex Applesseed

Signature

Alex Applesseed

Signature

Alex Applesseed

Signature

Alex Applesseed

Signature

WITNESS my hand and official seal, this the _____ day of _____,
_____.

PREPARED BY:
CITY OF LONG BEACH
201 JEFF DAVIS AVENUE
P.O. BOX 929
LONG BEACH, MS 39560
228-863-1554