

# 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						
<b>Permit Type:</b>		<b>Exterior Finish</b>		<b>Foundation Type</b>		<b>Work Type</b>	
<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	
<b>Building Use Type</b>		<b>WORK DESCRIPTION:</b>					
<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:

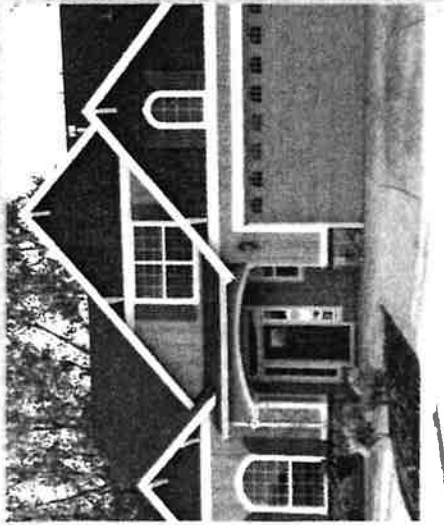
- I am the legal owner of record of the property described above and;
- The property described above is my principal place of residence, or if the application is for a permit to construct a new residence, the new residence will be my principle place of residence upon completion and;
- I am familiar with 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](http://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](http://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 2<sup>nd</sup> 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**