



Building/Zoning Department
301 Coleman Avenue
Waveland, MS 39576
(228)466-2549
(228)467-5177 FAX

APPLYING FOR NEW CONSTRUCTION?

(You must complete the attachments in their entirety before a permit will be reviewed)

1. Building Permit Application. (page 1)
2. Floodplain Development Permit Application if applicable. Provide a "Building Drawings" elevation certificate at submittal. (page 2)
3. Site Plan/Zoning Compliance Application. (page 3)
4. If you are the property owner and plan to do any or all of the construction associated with this project you must fill out and sign the Owner Acknowledgment (page 4). Other trade permits (electric, plumbing and mechanical) require a MS State Contractor License or equivalent.
5. Inspection Requirement form. (page 5)
6. Two (2) sets of plans and specifications including a scaled site plan in plans.
7. One (1) copy of current survey by surveyor licensed in the State of Mississippi.
8. One (1) copy of Warranty Deed unless ownership is proven through the County.
9. If proposed structure is a modular home the plans must have the State Fire Marshall Seal of Approval and a Letter from the State Fire Marshall.
10. Culvert construction permit must be filed with the Utility Department on the 1st floor.



HOSPITALITY CITY

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Building Permit Application

Date: Applied: _____

Address of project: _____

Owner Information:

Last Name: _____ First: _____ Middle Initial: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone#: _____ E-mail: _____

Contractor Information:

Contractor Business Name: _____

Contact Name: _____ Phone#: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone#: _____ E-mail: _____

Permit Information:

Type of Work: ___ New Construction ___ Addition ___ Remodel ___ Demo ___ Sign ___ Other

Description of Work: _____

Use of Building: _____

Sq. Ft. _____ Number of Stories: _____ Number of Units: _____ Flood Zone: _____

Type of Construction: ___ Wood ___ Brick ___ Steel ___ Concrete ___ Stone ___ Other

Historical District: _____ Current Zoning: _____ Parcel#: _____

Present Use: _____ Proposed Use: _____ Conforming: Yes ___ No ___

I hereby make application for permit to perform the work as described herein and if permit is granted, I agree to conform to all regulations and ordinances of the City pertaining thereto and in accordance with the plans submitted.

Applicant's Signature: _____ Approved By: _____

Remarks: _____



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Floodplain Development Permit

Applicant: _____ Phone: _____

Address of development site: _____

Type of development: _____

- Filling Grading
 Excavation Routine Maintenance
 Minor Improvement Substantial Improvement

Pre-Improvement Value of Structure: _____ %Damage: _____

Cost of Improvement: _____

Description of Development: _____

Is Property Located in designated Floodway? YES / NO (If yes an engineer certification must be provided stating the development will have no adverse impact)

Is property located in a designated floodway fringe? YES / NO

Elevation/flood proofing requirement: _____

Elevation of Base Flood: _____

Elevation of the Proposed Development Site: _____

FIRM Panel Number: _____ FIRM Zone: _____ FIRM Revision Date: _____

An Elevation Certificate must be submitted before, during and after construction of a new home. If the property is located in a V-Zone a V-Zone certification is required.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR ANY NEW OR SUBSTANTIALLY IMPROVEMENT RESIDENTIAL BUILDING WILL BE ELEVATED A MINIMUM OF ONE FOOT ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING THIS PERMIT IS ISSUED WITH CONDITION THAT THE LOWEST FLOOR (INCLUDING THE BASEMENT FLOOR) WILL BE ELEVATED OR FLOODPROOFED ABOVE THE BASE FLOOD ELEVATION.

ALL PROVISION OF THE CITY OF WAVELAND FLOOD DAMAGE PREVENTION ORDINANCE NUMBER 342 SHALL BE COMPLIED WITH. THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/PROPERTY OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED LAND SURVEY OR PROFESSIONAL ENGINEER, AND CERTIFIED BY THE SAME, OF THE LOWEST FLOOR ELEVATION, AS BUILT, IN RELATION TO MEAN SEA LEVEL. THE NONCONVERSION AGREEMENT IS EXECUTED AND RECORDED IN THE DEED OF THE PROPERTY WITH THE CLERK OF HANCOCK COUNTY.

Property Owner/Developer DATE

CITY OF WAVELAND - CFM DATE



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Site Plan/Zoning Compliance Application

(Provide actual information from site plan)

ADDRESS: _____ PARCEL # _____

ZONING DISTRICT: _____ SPECIAL FLOOD HAZARD AREA: _____

PROPOSED BUILDING HEIGHT (From Ground Elevation): _____

ALL BUILDING(S) LOT COVERAGE (PERCENTAGE OF TOTAL LOT): _____

SQUARE FOOTAGE OF LOT _____

LOT WIDTH: _____ LOT DEPTH: _____

FRONT YARD SETBACK: _____ REAR YARD SETBACK: _____

RIGHT YARD SETBACK: _____ LEFT YARD SETBACK: _____

SQ. FT OF LIVING AREA _____

SQ. FT OF PORCH / GARAGE _____

NUMBER OF PARKING SPACES PROVIDED: _____ CONCRETE/ASPHALT: _____ OTHER: _____

PROTECTED TREES? LIVE OAK / MAGNOLIA / NO? EXPLAIN _____

REVIEW COMMENTS: _____

DAVID DRAZ, ZONING OFFICIAL DATE



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OWNER ACKNOWLEDGMENT

STREET ADDRESS: _____ COUNTY: _____

Subdivision: _____ Lot: _____ Parcel: _____

PROPERTY OWNER: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

*****NOTICE*****

It is highly recommended that you contract this project with a licensed contractor. Acting as your own contractor makes you responsible for all construction and all code requirements. You may not have any recourse against anyone you hire to do the work. You could possibly have liability should anyone become injured during the course of construction as well as warranty requirements as per state law. Please reconsider acting as your own contractor before signing this acknowledgment.

THE UNDERSIGNED HEREBY CERTIFIES UNDER PENALTY FOR PERJURY AND ACKNOWLEDGE THAT:

1. I am the legal owner of record of the property described above.
2. I am familiar with construction codes, city ordinances and state laws applicable to such construction activity.
3. I am aware that all work must be completed in conformance with current applicable construction codes and must pass inspections by Inspectors hired by the City of Waveland.
4. I agree to pay a re-inspection fee for any re-inspection required as a result of the work not being ready for inspection or not being in conformance with the applicable code and ordinances when inspected.
5. If after the work has been inspected the Building Department determines that I do not have the knowledge and/or experience to complete the work in conformance with applicable construction codes, the Building Department may stop the work and require me to engage a licensed and bonded contractor to complete the work. The City will not be responsible for any losses I may claim or incur regarding my failures to comply with City ordinances, codes or regulations.

Owner Date



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INSPECTION REQUIREMENTS

The city of Waveland requires that you adhere to the following during new construction or remodeling:

1. The property must have a dumpster and port-o-let on site before the first inspection is performed.
2. **Silt fencing must be erected** where needed to maintain soils on the construction site and remain there until it is vegetated. The fence must be embedded 4-6" into the ground. Specifications available in the Building Office.
3. All inspections must be scheduled by the Permit Holder or representative.
4. Prior to requesting final inspection, you are required to make sure all inspections/corrections have been performed. The site must have seed or sod before receiving an Occupancy Certificate.
5. All re-inspection fees, if any, must be paid before the Occupancy Certificate will be issued.

Owner/Contractor

Date