

# **CITY OF PASS CHRISTIAN**

Pass Christian, Mississippi

## **BUILDING PERMITS DEPARTMENT**

228-452-3316 or 228-452-3324

### **SUBMISSION REQUIREMENTS TO OBTAIN A BUILDING PERMIT**

1. SUBMIT TWO (2) COMPLETE SETS OF YOUR CONSTRUCTION PLANS, DRAWN TO SCALE, SHOWING DIMENSIONS, INCLUDING:

- A. SITE PLAN-SHOWING THE DIMENSIONS OF THE PROPERTY AND HOW THE STRUCTURE(S) WILL BE SITED ON THE PROPERTY; SHOW THE DISTANCES (SETBACKS) OF ALL STRUCTURES FROM THE PROPERTY LINES;
- B. FLOOR PLAN
- C. TYPICAL STRUCTURAL CROSS SECTION SHOWING DETAILS OF CONSTRUCTION-FRAMING DETAILS;
- D. FOUNDATION PLAN AND METHOD OF ANCHORING THE STRUCTURE;
- E. ELEVATIONS-SHOWING THE APPEARANCE OF THE STRUCTURE;
- F. COMPLETE UTILITIES DIAGRAMS-PLUMBING, ELECTRICAL, MECHANICAL.

2. AN OFFICIAL SURVEY OF YOUR PROPERTY THAT SHOWS GROUND ELEVATIONS, FLOOD ZONE AND BASE FLOOD ELEVATIONS.

3. AN ELEVATION CERTIFICATE. (AN ELEVATION CERTIFICATE WITH THE FIRST FLOOR ELEVATION IS ACCEPTABLE TO START THE PROCESS. HOWEVER, YOU WILL NEED A FINAL ELEVATION TO GET YOUR CERTIFICATE OF OCCUPANCY, ONCE THE HOUSE IS BUILT.)

4. COMPLETED APPLICATION FOR BUILDING PERMIT.

5. ADDITIONAL PERMITS REQUIRED FOR WORK BEING DONE:

- A. ELECTRICAL
- B. PLUMBING
- C. MECHANICAL (ONLY PERMITTED TO LICENSED HVAC CONTRACTORS)
- D. GAS
- E. FLOOD (ONLY FOR THOSE IN A FLOOD ZONE)

ADDITIONAL INFORMATION CAN BE OBTAINED AT THE BUILDING CODE OFFICE.