



**BUILDING PERMITS DEPARTMENT**  
**1239 Highway 51 North**  
**Madison Mississippi 39110**

New Residential \_\_\_\_\_ Residential Other \_\_\_\_\_  
New Commercial \_\_\_\_\_ Commercial B/O \_\_\_\_\_ Commercial Other \_\_\_\_\_  
Other: Fence \_\_\_\_\_ Roof \_\_\_\_\_ Foundation \_\_\_\_\_ Pool \_\_\_\_\_ Sewer \_\_\_\_\_  
Gas \_\_\_\_\_ Electric \_\_\_\_\_ Boring \_\_\_\_\_ Addition \_\_\_\_\_ Misc \_\_\_\_\_ Demo \_\_\_\_\_

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot # \_\_\_\_\_

Job Site Address \_\_\_\_\_

Office Use Only: Flood Zone \_\_\_\_\_ BFE (+2 ft) \_\_\_\_\_

Office Use Only: Has Land Disturbance Plan been approved and a "Site Grading Permit Issued"? Yes \_\_\_\_\_ No \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cellular \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cellular \_\_\_\_\_

Occupancy Group: A \_ B \_ E \_ F \_ H \_ I \_ M \_ R \_ S \_ U \_ Sprinkled: Yes \_\_\_\_\_ No \_\_\_\_\_

Construction Type: I \_ II \_ III \_ IV \_ V \_ Protected \_\_\_\_\_ Unprotected \_\_\_\_\_

Residential: Floor Area w/Brick \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_

Commercial: Floor Area \_\_\_\_\_ Cost of HVAC \$ \_\_\_\_\_

Cost of Construction: \$ \_\_\_\_\_

**Sub-Contractors**

Electrical \_\_\_\_\_

Plumbing \_\_\_\_\_

Mechanical \_\_\_\_\_

Boring \_\_\_\_\_

**Fees and Charges**

**Permit Fees:**

Building ----- \$ \_\_\_\_\_

Plumbing (fixtures \_\_\_\_\_) ----- \$ \_\_\_\_\_

Mechanical (HVAC) ----- \$ \_\_\_\_\_

Electrical (circuits \_\_\_\_\_) ----- \$ \_\_\_\_\_

Inspection Fee ----- \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

**Water & Sewer Fees:**

Water Tie-On Fee ----- \$ \_\_\_\_\_

Water Tap Fee ----- \$ \_\_\_\_\_

Water/Fire Tap Fee ----- \$ \_\_\_\_\_

Sewer Tie-On Fee ----- \$ \_\_\_\_\_

Sewer Tap Fee ----- \$ \_\_\_\_\_

Sewer Grinder Pump ----- \$ \_\_\_\_\_

Road Bore ----- \$ \_\_\_\_\_

Taxes ----- \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Any additional charges resulting from re-inspection, alterations of plans, damages to curbs, water meters, boxes, professional review fees, etc. will be assessed and due at the time of issuance of the Certificate of Occupancy.

**Erosion and Sediment Control Procedures** will be installed and maintained until the final inspection and CO has been issued by the Permit Office. Developers, Builders and Contractors are responsible for reducing the erosion of soil and sediment leaving their respective property. Requirements for the control of the erosion and sedimentation have been outlined in the City of Madison’s Land Disturbance and Erosion Control Ordinance adopted January 25, 1996, Storm Water management Ordinance adopted January 3, 1991, Subdivision Development Regulations adopted April 1996, Landscape Ordinance adopted September 1997 and a Resolution approved April 4, 2004 adopting MDEQ Erosion and Sediment Control Guidance manual. In addition to these requirements, the Environmental Protection Agency (EPA) has placed Madison under the Storm Water Phase II requirements and selected the Department of Environmental Quality (DEQ) to act as its enforcement agency. Storm Water Phase II is designed to reduce the amount of pollutants entering our streams and increase the quality of water flowing through Madison. Copies of these documents are available at the City of Madison Permit Office. Failure to educate yourself on all the rules and regulations mentioned above does not relieve you of your responsibility. The City of Madison is prepared to take whatever action it feels necessary to ensure that all guidelines, ordinances & resolutions are followed by all Developers, Builders and Contractors.

The responsibility of verifying lot pins lies with the applicant before the setback inspection. After reading and answering all of the above, I hereby certify that I am the owner or the owner’s agent for the purpose of applying for this permit and the information set forth above is true and correct and the same may be utilized for all purposes, including tax assessment and levy.

**DISCLAIMER**

During the course of Construction, the City of Madison and its representatives will perform various inspections, measurements and calculations regarding this construction. These procedures are for the purpose of measuring interim progress and failure of the City to find any error, omission, defect or violation of any City Building or other regulatory code will not operate as a waiver of the City’s right to enforce such provisions at the time of or subsequent to the final inspection and/or issuance of the certificate of occupancy. At all time, it is the responsibility of the applicant to comply with all duly adopted legal requirements pertaining to this construction, and this responsibility may not be negated by reliance upon any real or perceived approval by any representative of the city. Any corrective action which is necessary as a result of any error, omission, defect or violation must be corrected at the expense of the applicant, and neither the City nor its representatives will be responsible for any such error, omission, defect or violation may be detected, and regardless of whether such construction has already obtained approval by any City Representative. Applicant hereby agrees to indemnify and hold harmless the City from any claims of any party alleging that the City or its representatives have failed to observe or report any such error, omission, defect or violation.

\_\_\_\_\_  
Signature of Owner, Contractor or Agent

\_\_\_\_\_  
Print or Type Name of Person Signing

**\*\*\*\*\* For Official Use Only \*\*\*\*\***  
**APPROVAL OF PERMIT**

Having examined this application and reviewed the plans and specifications submitted in connection therewith, such have been found to be in proper order and in compliance with the ordinances of the City of Madison, and the applicant is entitled to have the permit issued upon the payment of the required fees.

Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_

**DISAPPROVAL OF PERMIT**

Having examined this application and reviewed the plans and specifications submitted in connection therewith, it has been found and determined that the activity for which the permit is sought is **NOT** in compliance with the Ordinances, Regulations and Requirements of the City of Madison, and the application should not be approved, and permit should not be issued for the following reasons:

Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_