



**BUILDING PERMIT DIVISION**  
 OFFICE OF CODE SERVICES  
 DEPARTMENT OF PLANNING AND DEVELOPMENT  
 CITY OF JACKSON, MISSISSIPPI

200 SOUTH PRESIDENT STREET  
 POST OFFICE BOX 17  
 JACKSON, MS 39205  
 601-960-1167

## **APPLICATION FOR LAND/FLOODPLAIN DEVELOPMENT PERMIT**

Street Address \_\_\_\_\_ County \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_  
 Ward # \_\_\_\_\_ Census Track # \_\_\_\_\_ Historic District \_\_\_\_\_

Property Owner \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contractor License No. \_\_\_\_\_ Bond No. \_\_\_\_\_  
 State Sales Tax No. \_\_\_\_\_ Priviledge License No. \_\_\_\_\_

Type of Development: (Check all that apply)

- |   |   |                                     |                               |  |
|---|---|-------------------------------------|-------------------------------|--|
| Clearing <input type="checkbox"/>                         | Rough Grading <input type="checkbox"/>                    | Excavation <input type="checkbox"/> | Fill <input type="checkbox"/> | New Structure (s) <input type="checkbox"/> |
| Addition(s) to Existing Building <input type="checkbox"/> | Alterations to Existing Building <input type="checkbox"/> | Paving <input type="checkbox"/>     |                               |  |

Description of Work \_\_\_\_\_  
 \_\_\_\_\_

Cost of Proposed Site Development: \$ \_\_\_\_\_

Cost of Proposed Building(s) \$ \_\_\_\_\_

(Costs must be documented by copy of construction contract or notarized statement from bonded contractor, or notarized statement from registered architect or registered professional engineer.)

Value of Existing Building: (if applicable) \$ \_\_\_\_\_ (Value must be documented by attaching copy of appraisal or tax receipt less than one year old.)

Floodplain: Is any part of property in the flood plain? Yes  No  (if answer is no, and no building is involved, only a Land Development Permit is required. If answer is yes, complete Engineering Information Section on Page 2)

**CERTIFICATION BY CONTRACTOR**

Application is hereby made for a development permit to accomplish the work as described herein in accordance with supporting data submitted herewith. It is agreed that such work will be in compliance with the City of Jackson Floodplain Management Ordinance, other City ordinances, and all federal, state and local laws. I understand that separate permits are required for building construction. I hereby certify that I have read this application and that all of the above information is true and correct, and that I am authorized to act as the owner's agent for the work described herein.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Contractor

**ENGINEERING INFORMATION SECTION**

Flood Insurance Rate Map Information: Zone \_\_\_\_\_  
Community-Panel Number \_\_\_\_\_ Revised \_\_\_\_\_

**Development Information:**

- a.  Inside regulatory **floodway** limits
- b.  Outside regulatory **floodway** limits
- c.  Inside floodplain, no regulatory **floodway** established

**Development Standards Data:**

- a. If a. or c. above is checked, engineering "no-rise" certification and supporting data must be attached.
- b. If development includes a building, the highest adjacent natural grade prior to start of construction for the building is \_\_\_\_\_ MSL (NGVD).
- c. The lowest floor elevation of proposed building or improvement is \_\_\_\_\_ MSL (NGVD).
- d. The **required** floor elevation of proposed building or improvement is \_\_\_\_\_ MSL (NGVD).
- e. Actual floor elevation of existing building is \_\_\_\_\_ MSL (NGVD).
- f. Required flood proofed elevation of existing building is \_\_\_\_\_ MSL (NGVD).
- g. Attach site plan and other supporting data.

**Special Approvals May Be Required From These And Other Agencies:**

- a. Hinds County Health Department
- b. Mississippi Department of Environmental Quality
- c. U.S. Corps of Engineers (Wetlands 404)

**CERTIFICATION BY ENGINEER**

I hereby certify that the information appearing in this section was prepared by me or under my direct supervision, and that it is true and correct to the best of my knowledge.

Name \_\_\_\_\_ Engineer's Seal and Signature:  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zipcode \_\_\_\_\_ Phone \_\_\_\_\_

**For City Use Only.**

Flood Insurance Rate Map Information: Zone \_\_\_\_\_  
Community-Panel Number \_\_\_\_\_ Revised \_\_\_\_\_  
Base Flood Elevation \_\_\_\_\_  
Lowest Floor Elevation (New Building) \_\_\_\_\_  
Required Flood Proofed Elevation (Existing Building) \_\_\_\_\_

Total Cost of Site Development Work \$ \_\_\_\_\_ (Fee for building and other permits will be paid at time those permits are issued.)

Filing Fee	\$20.00	Application Approved By _____
		Application Approved by Historic District _____
Permit Fee	\$ _____	
Plan Check Fee	\$ _____	Permit Issued by _____
Penalty Fee	\$ _____	
Total Fee	\$ _____	Date _____ Permit Number _____

**Applicant Please Note:**

1. A land development permit shall be required for any work involving clearing, grading and/or other site work at any location in the City of Jackson. If the property where the development is proposed to take place is not located in the flood plain, only the first page of the application need be completed, with the applicant's signature at the top of the second page.
2. If the property is totally or partially in the floodplain, a floodplain development permit shall be required unless the work consists of alterations or renovations to an existing buildings which is not considered to be substantial improvements (construction cost of all alterations or renovations performed in last ten years is less than 50 percent of the current value of the building). Documentation shall be required to prove whether or not the activity constitutes substantial improvement. Acceptable documentation shall include, but not be limited to, an appraisal prepared by a licensed real estate appraiser, most recent year tax assessment, cost estimates prepared by a registered architect or registered professional engineer, a properly executed construction contract, and /or a notarized statement from the contractor who is to perform the work. If the fact that the work will not constitute substantial improvement is documented to the satisfaction of the Building Official, then no further information will be required on the application and a floodplain development permit will be issued.
3. If the site where the proposed work is to be performed does not include a building, or if a new building is to be constructed, or if work in an existing building is considered to be substantial improvements, the Engineering Information Section of the application shall be prepared and certified by a registered professional engineer. Applications shall be accompanied by 3 copies of each of the following:
  - a. Complete sitework drawings, drawn to scale, prepared by a registered professional engineer, showing the nature, location, dimensions, and elevations of the area in which the proposed work is to occur; existing and/or proposed structures, fill, storage of materials, drainage facilities; and a description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.

- b. If the development is located in an unnumbered A-zone, elevation data from Federal, State or other sources shall be utilized in preparing the development proposal. This data shall be obtained and certified by a registered professional engineer.
  - c. If the development includes any encroachments in an adopted regulatory floodway, an Engineering "No-Rise" Certification form and supporting data shall be submitted with the application for a development permit in accordance with FEMA Procedures For "No-Rise" Certification For Proposed Developments In Regulatory Floodways.
  - d. If the development includes a structure, a letter or certificate from a registered professional engineer or registered land surveyor of the required elevation of the lowest floor (including basement) in relation to mean sea level shall also be required.
  - e. Special approvals or permits may be required from the Hinds County Health Department, the Mississippi Department of Environmental Quality, the U. S. Army Corps of Engineers and/or other agencies. It is the responsibility of the owner and/or contractor to determine if these approvals or permits are required.
4. All work of any kind proposed to be undertaken in a designated 100 year floodplain shall be in accordance with the Floodplain Management Ordinance of the City of Jackson.
  5. A separate building permit shall also be required for any building or structure to be constructed, altered, repaired or renovated on a site in the floodplain. In addition, separate electrical, plumbing, gas, mechanical and landscape permits may also be required. If a building is included, the contractor shall submit a separate application for a building permit, accompanied by the data normally required.
  6. An Elevation Certificate (FEMA Form 81-31) showing the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures shall be prepared and certified by a registered engineer or registered land surveyor and submitted to the Building Official. This certificate shall be submitted immediately after the construction of the lowest floor has been completed. No further construction activity shall take place until the Elevation Certificate has been reviewed and approved by the Building Official. Framing inspections shall not be made until the Elevation Certificate has been approved.
  7. A Floodproofing Certificate (FEMA Form 81-65) showing the actual elevation (in relation to mean sea level) to which a new or substantially improved non-residential structure has been floodproofed shall be prepared and certified by a registered engineer or registered architect, and shall be submitted and approved before a Certificate of Occupancy will be issued.
  8. Upon completion of any work in the floodplain, the owner shall have a properly executed Certificate of Compliance prepared and submitted by a registered professional engineer, which shall be accepted and signed by the Administrator of the Floodplain Management Ordinance. If a building is involved in the development, a Certificate of Occupancy shall not be issued until the Certificate of Compliance has been received.
  9. Variances may be requested from the Floodplain Management Board of Review and Appeals, c/o the Director of Department of Public Works, P.O. Box 17, Jackson, MS 39205. Permits shall not be issued for any activity in the floodplain which does not conform to the requirements of the Floodplain Management Ordinance without first having been submitted to and approved by the Board of Review and Appeals.
  10. Any person aggrieved by a decision of the Administrator of the Floodplain Management Ordinance may appeal to the Floodplain Management Board of Review and Appeals. Such appeal must be received by the Board within 10 days of notice of denial to the applicant.