



## **Minimum Residential & Commercial Permit Requirements**

Contractors and/or Sub-Contractors *MUST* be licensed in accordance with state and local statute.

### **Building Division Staff:**

#### **David A 'Hank' Rogers**

Director of Community Development  
Certified Building Official (CBO)  
Certified Floodplain Manager (CFM)  
Floodplain Administrator

#### **Mike York**

Building Inspector

#### **Richard Watkins**

Code Enforcement Officer

#### **Christy Burns**

Building Division Administrative Assistant

#### **Vicki Watkins**

Community Rating System (CRS) Coordinator

Building Division enacts and enforces the 2012 International Code Conference's Suite of Building Codes. They provide construction methods for weather and wind resistance to speeds of up to 140mph.

### **Compliance with Adopted Codes is required: 2012 International Codes**

*Adopted August 2, 2012*

- Building Code
- Residential Code
- Property Maintenance Code
- Plumbing Code
- Fuel Gas Code
- Mechanical Code
- Fire Prevention Code
- 2008 National Electrical Code
- ICC 600 Standard for Residential Construction in High Wind Regions

To ensure the highest degree of safety for our citizens, the

### **SUBMIT:**

- **Deed**, to establish ownership of the property.
- **Tax Receipt**, to identify the parcel number assigned to the property.
- **Water & Sewer Receipt**, to establish that all required fees and deposits have been paid.
- **Completed Building Permit Application** with the owner's phone number etc
- **Payment of permit fees must be paid in full prior to review process.**

### **SUBMIT:**

#### **2 Complete Sets of Plans that includes:**

- **Site Plan** – Include ALL setback delineations, sidewalks and drainage details; you cannot discharge your surface water onto adjacent property (**3** site plan sets are required for **Commercial**).
- **Foundation Plan** with supporting details.
- **Floor Plan** – Include ALL rooms, entries and storage areas clearly marked.
- **Electrical Plan, Plumbing Plan, & Mechanical Plan** (a/c & heating) of sufficient detail to demonstrate Code compliance.
- **Exterior Elevations** – Include all **4** exposures of the structure.
- **Details** of any accessory structure(s), swimming pool, & fencing proposed as part of the permit.
- **Statement** from the architect and/or designer that the plans meet the minimum requirements of the 2006 International Residential Code (IRC).
- **Sign and landscaping** plans are required before review process on ALL Commercial.

### **Please Be Aware:**

- If using existing pilings or piers, a **MS Certified Architect or Engineer** *MUST* stamp plans to prove safety.
- There is a Design Flood Elevation (DFE) of **25ft** above MSL within the **Longwood Subdivision**.
- All required documents must be submitted **at the time of application**.

### **Drainage:**

In order for the drainage system to operate efficiently the ditches, streams, and channels must be kept clean as possible. Debris,

even leaves and grass clippings, obstruct the flow of water and cause overflow onto the streets and yards. It is illegal to take any action that will impede the flow of water in ditches and waterways. Before making any changes to the existing drainage of your property please discuss your plans with **Public Works 228.392.9734**

### **Inspections:**

- Scheduled Inspections** will be done in an orderly process; please allow time, which may result in a maximum of a week.
- Refer** to the Required Inspections and the Inspection Procedures & Protocol handouts.
- Approved Plans** *MUST* be retained on the job site.
- Protection** of Inspection Card and Plans are required to enable signoffs and Inspector Review.
- Permit Card** *MUST* be visible from the street.
- Any Changes** during the construction process *MUST* be submitted to Plans Review.
- Toilet facilities** *SHALL* be provided for construction workers and such facilities shall be maintained in a sanitary condition.

## **Additional Residential & Commercial Permit Requirements**

Requirements for property located within a Special Flood Hazard Area (SFHA), High Flood Risk.

To ensure that structures will be protected from flood damage, the Building Division regulates ALL development within the SFHA.

### **Floodplain Management (FPM)**

- ❖ **Compliance** with the adopted Flood Damage Prevention Ordinance (FDPO) and 1ft Free Board is required, aka the Design Flood Elevation (DFE).
- ❖ **Compliance** with the effective FIRM.
  - Elevation Certificates** are required throughout the development process. (FEMA Code: 086-0-33)
    1. Construction Drawings, at the time of the building permit application.
    2. Bldg Under Construction, once lowest floor is established; within 21 days.
    3. Finished Construction, once ALL construction is complete.
- ❖ **Contractors and/or Sub-Contractors** *MUST* be licensed in accordance with state and local statute.

#### **NOTE:**

Finished Construction Elevation Certificate, required for existing structures that are not substantially damaged by flood (under 50% of the market value) to ensure compliance with our FDPO.

Bldg Under Construction Elevation Certificate along with a Finished Construction Elevation Certificate are required for structures substantially damaged by flood (equal or exceed 50% of the market value) and must be elevated 1ft above the Base Flood Elevation (BFE), as stated within FDPO.

#### **RETURN:**

Non-Conversion Agreement is provided, *IF* required, to be recorded with the Chancery Clerk Office of Harrison Co.

Floodproofing Certificate is provided, *IF* required, for Commercial development.

No-Rise Certificate is provided, *IF* required, for development within or alongside a Floodway.

V-zone Certificate is provided, *IF* required, for development within the Velocity Zone or within the Coastal AE Zone.

#### **NOTE:**

A velocity guideline packet is provided with the V-zone Certificate.

A floodproofing guideline packet is provided with the Floodproofing Certificate.

A no-rise guideline packet is provided with the No-Rise Certificate.

#### **ENCLOSURES:**

Any enclosed area below the Base Flood Elevation (BFE), within the **AE** and the **VE** zones, *SHALL* be used solely for parking of vehicles, limited storage, or access to the building and *WILL NEVER* be used for human habitation. All interior walls, ceilings and floors below the BFE shall be unfinished or constructed of flood resistant materials. Mechanical, electrical, or plumbing devices *SHALL NOT* be installed below the BFE.

- The walls of any enclosed area below the BFE, within the **AE** zone and **Coastal AE zone**, shall be equipped and remain equipped with at least 2 flood openings (vents) which permit the automatic entry and exist of floodwater with total openings of at least 1 sq inch for every sq ft. The flood openings (vents) *SHALL* be on at least 2 different walls and the bottoms of the openings shall be no more that 1ft above grade.
- Within the **VE** and the **Coastal AE** zones, utilities *SHALL NOT* be attached to or pass through Break Away Walls; any enclosed area below the BFE shall be equipped and remain equipped with non-supporting Break Away Walls, open lattice,

or insect screening. Also, any Break Away enclosure is to be designed to fail under base flood conditions without jeopardizing the elevated structure.

#### **WETLANDS:**

If your property is with the Wetlands area and you plan to development within the Wetlands area, please phone Mr Jan Boyd with the **Department of Marine Resources (DMR)** 228.523.4102 to determine delineation and to obtain any required permits prior to submitting your building application with us.

#### **Please Be Advised:**

- A permit is required** for ALL development within the SFHA and careful planning and compliance is also required.
- Filing, grading, and similar projects** require a permit and are prohibited in certain areas.
- Any development without a permit** is NON-Compliant and may result in daily fines and/or removal.
- All required documents must be submitted **at the time of application.**

#### **The Importance of Flood Insurance:**

STANDARD property insurance or HOMEOWNER'S insurance policies *DO NOT* cover flood damage or losses. Remember that policies have a 30-day waiting period *BEFORE* coverage goes into effect. Therefore, we greatly encourage you to purchase flood insurance. The 26% chance of experiencing a flood during the life of a 30-yr mortgage tells you that flood insurance is IMPORTANT! Do you have a Flood Insurance policy enacted?

#### **We are Available for Assistance and We Strive to Deliver the Best Service Possible**

The City of D'Iberville is available to make site visits to review and provide one-on-one technical advice and assistance to property owners with site-specific flooding/historical flooding, flood-related data, floor elevations, and drainage & sewer problems. The Building Official, as well as the Certified Floodplain Manager(s) is also available to provide advice on retrofitting techniques including elevating structures and the floodproofing of structures.

To attain a building application, please visit our website or come by our office. Our [Geoportal Maps](#) link, our [Flood Damage Prevention Ordinance](#), our [Building Permit Application](#), our [Contractor's License Application](#), and all other associated links and/or documents are available on our website.

To inquire on the Permit Application process, Contractor Licensing process, or to inquire on the adopted building codes, please submit your request via-email [building@diberville.ms.us](mailto:building@diberville.ms.us)

To discuss Flood Hazard Safety information, to determine your Flood Risk, to discuss the Flood Insurance CRS Premium discount that you may obtain, or to request Flood Zone Designation; please submit your request via-email [floodinformation@diberville.ms.us](mailto:floodinformation@diberville.ms.us)

**Website:** [www.diberville.ms.us](http://www.diberville.ms.us)

**Office:** 10383 Automall Pkwy D'Iberville, MS 39540

**Contact:** 228.392.7966



## CODE ENFORCEMENT COMPLAINT

**COMPLAINANT:** \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
DAYTIME TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - EMAIL: \_\_\_\_\_

May we have your permission to enter upon your property in order to view possible Code violations?  Yes  No  
(In accordance with MS CODE OF 1972 SECTION 45-29-1, your personal information will remain strictly confidential.)

### LOCATION OF CODE ENFORCEMENT VIOLATION

Street: \_\_\_\_\_ Landmark: \_\_\_\_\_  
Description of location (if address unknown): \_\_\_\_\_

PROPERTY OWNER'S NAME (if known): \_\_\_\_\_  
OWNER'S ADDRESS (if known): \_\_\_\_\_  
TENANT / OCCUPANT'S NAME (if known): \_\_\_\_\_

### CODE VIOLATIONS (please check all that you feel apply):

High grass, weeds or vegetation in excess of 12" \_\_\_\_\_

White goods (appliances, etc.), please list the number and location: \_\_\_\_\_

Abandoned or junk motor vehicle(s), please list vehicle tag numbers, make, model, color, etc.: \_\_\_\_\_

Open or abandoned structure(s) \_\_\_\_\_

Illegal discharge of noxious or unsanitary material(s), please describe: \_\_\_\_\_

Other, please describe in detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE COMPLETE THIS DOCUMENT IN AS MUCH DETAIL AS POSSIBLE. A COMPLETED COMPLAINT MUST BE FILED BEFORE A CODE ENFORCEMENT OFFICER CAN BEGIN AN INVESTIGATION, UNLESS THE VIOLATION POSES A *THREAT TO LIFE OR LIMB*. ONLY VIOLATIONS OF CITY ORDINANCE THAT OCCUR ON *PRIVATE PROPERTY* CAN BE PROCESSED / PROSECUTED BY CODE ENFORCEMENT DIVISION. VIOLATIONS LOCATED ON CITY STREETS AND RIGHTS-OF-WAY ARE UNDER THE JURISDICTION OF THE DEPARTMENT OF PUBLIC WORKS, (228) 392-9734.

PLEASE SUBMIT TO THE ADDRESS LISTED BELOW OR EMAIL TO [code\\_enforcement@diberville.ms.us](mailto:code_enforcement@diberville.ms.us).

CITY OF D'IBERVILLE  
BUILDING DEPARTMENT  
CODE ENFORCEMENT DIVISION

10383 AUTOMALL PARKWAY • D'IBERVILLE, MS 39540-6519 • (228) 392-7966 EXT 6005