

TO AVOID DELAY in approval of your permit, please follow the steps and procedures below:

- 1) Check and make sure you are in the proper zone. Sometimes certain issues may have to be presented to the Planning Commission for consideration.
- 2) Check and see if you are in a historic district. (see map) If yes, proceed to step 3. If no proceed to step 4.
- 3) Please fill out the Holly Springs Preservation Committee Certificate of Appropriateness. Everything in the Historic Districts must be reviewed and approved by the Historic Preservation Committee before any permits can be issued.
- 4) Review flood map to see if property is located in the Special Flood Hazard Area (SFHA). If yes, proceed to step 5. If no, proceed to step 7.
- 5) A Floodplain Development Permit application must be completed. If the property is located inside a floodplain, the development must comply with flood ordinance requirements. All documentation requested must be attached to the application.
- 6) If all requirements have been met, a development permit will be issued.
- 7) Fill out the building permit application COMPLETELY.
- 8) Submit a site plan, along with a set of plans (if required) with the building permit application for review.
- 9) Once the Historic Committee has approved the project (if applicable), the Floodplain Development Permit has been issued (if applicable), the building permit will be reviewed for approval. Review and approval of the building permit will be done by our Zoning Administrator – Felicia Autry, *Public Works Director – Micheal Crittle, *Electric Department Superintendent – George Humphrey, and *Fire Chief – Kenny Holbrook.

*NOTE- review/approval only when needed.

- 10) A permit fee will be assessed and paid upon approval.
- 11) A sign (also a floodplain placard when applicable) will be given to you at City Hall to post on the job site to verify approval. **PLEASE POST ON JOB SITE. THE SIGN(S) MUST REMAIN ON SITE UNTIL THE JOB IS COMPLETED.**
- 12) **MESSAGE FROM MISSISSIPPI STATE BOARD OF CONTRACTORS:** Once a building permit is issued to a residential builder or remodeler, or the holder of a certificate of responsibility (commercial contractors) by a municipal or county building official, or any other authority charged with the duty of issuing local building permits, such licensed residential builder or residential remodeler or holder of a certificate of responsibility shall exhibit a sign at the permitted job site which shall include,

prominently displayed in lettering at least two (2) inches high and twelve (12) inches wide, the license or certificate of responsibility number of the residential builder or residential remodeler or holder of a certificate of responsibility (commercial contractors) and the State issuing it.

- 13) Building permits are usually approved within 1-3 days if everything meets building code, fire code, engineering, electrical, and zoning, unless it involves the Planning or Historic Commission, and/or flood zone area.

**NOTE: PLEASE GIVE AT LEAST A 24-HOUR NOTICE FOR ALL INSPECTIONS:
ELECTRICAL, FOOTING, SLAB, PLUMBING, FRAMING, FINALS, ETC.**

ZONING DEPARTMENT

DEVELOPMENT PERMIT PROCESS

- STEP 1 Apply for development permit

- STEP 2 Locate Property on flood maps
 - a. Inside Floodplain- development must comply with flood ordinance requirements- PROCEED TO STEP 3.
 - b. Outside Floodplain- PROCEED TO STEP 4.

- STEP 3 Estimate base 100-year flood elevation from flood insurance rate map (FIRM), or other source.

- STEP 4 Permit Issued

- STEP 5 Lowest floor elevated to or above 100-year flood elevation

- STEP 6 Lowest floor elevation recorded and verified with FEMA elevation certificate.