



Building Department

RESIDENTIAL / COMMERCIAL / INDUSTRIAL BUILDING CONTRACTORS INFORMATION MANUAL

CITY OF OLIVE BRANCH

**9200 PIGEON ROOST ROAD
OLIVE BRANCH, MS. 38654**

PHONE # 662-892-9333

FAX# 662-892-9346



RESIDENTIAL BUILDING PERMITS

REQUIRED MATERIALS NEEDED TO SUBMIT FOR RESIDENTIAL BUILDING PERMIT APPLICATION

A. FULL SET OF CODE COMPLIANT BUILDING PLANS SHOWING:

1. SITE PLAN
2. BUILDING ELEVATIONS (ALL SIDES)
3. FLOOR PLAN (ALL STORIES)
4. FOUNDATION PLAN DETAILS
5. FRAMING PLAN DETAILS
6. TOTAL SQUARE FOOTAGE UNDER ROOF
(ALL FLOORS, FUTURE EXPANDABLE, STORAGE(S), GARAGE(S), ATTIC(S), & PORCHES)

B. FOUNDATION SURVEY SHOWING:

FOUNDATION SURVEY SHALL BE SUBMITTED & APPROVED BEFORE ANY INSPECTION WILL BE MADE

1. WATER TAP LOCATION (SHALL NOT BE UNDER OR IN DRIVEWAY OR SIDEWALK)
2. SEWER TAP LOCATION (SHALL NOT BE UNDER OR IN DRIVEWAY OR SIDEWALK)
3. DRAINAGE PLAN
4. GRADING PLAN
5. SLAB ELEVATION (SEE REQUIREMENTS LISTED BELOW)

REQUIRED SLAB ELEVATIONS ARE AS LISTED BELOW:

1. IF SLAB SITE IS LEVEL WITH STREET, TOP OF SLAB SHALL BE 18" (OR MORE) ABOVE CENTERLINE OF STREET
2. IF SLAB SITE IS BELOW THE STREET, TOP OF SLAB SHALL BE 30" (OR MORE) ABOVE FINISHED GRADE AT LOWEST POINT
3. IF SLAB SITE IS ABOVE THE STREET, TOP OF SLAB SHALL BE 12" (OR MORE) ABOVE GRADE AT ALL POINTS

C. COPY OF BUILDING CONTRACTORS MISSISSIPPI STATE BUILDERS LICENSE

D. PAYMENT OF ALL BUILDING PERMIT APPLICATION FEES

E. PAYMENT OF ALL TAP FEES (WATER / SEWER / GAS)

SPECIAL NOTE:

PER CITY OF OLIVE BRANCH CODES, ANY AND ALL CONTRACTORS WHO BEGIN WORK WITHOUT A PERMIT ISSUED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT, SHALL BE CHARGED A DOUBLE PERMIT FEE.



COMMERCIAL / INDUSTRIAL BUILDING PERMIT APPLICATION

REQUIRED MATERIALS NEEDED FOR BUILDING PERMIT APPLICATION

A. THREE (3) COMPLETE STAMPED & SEALED PLANS SHOWING:

1. SITE PLAN
2. ELEVATIONS (ALL SIDES)
3. PARKING LOT DESIGN
4. LANDSCAPE DESIGN
5. SIGNAGE PLAN
6. STORMWATER CONTROL PLAN
7. CIVIL SITE ENGINEERING PLAN
8. FOUNDATION PLAN
9. ELECTRICAL PLAN
10. PLUMBING PLAN
11. HVAC PLAN (HEATING / A/C / VENT HOOD(S) / REFRIGERATION)
12. COMPLETE FIRE PROTECTION SYSTEM PLAN
13. TYPE CONSTRUCTION
14. OCCUPANCY TYPE
15. TOTAL SQUARE FOOTAGE UNDER ANY ROOF
16. PLANS AND SPECS SHALL COMPLY WITH THE 2012 INTERNATIONAL BUILDING CODES

B. COPY OF BUILDING CONTRACTORS MISSISSIPPI CONTRACTORS LICENSE

C. HEALTH DEPARTMENT APPROVAL (IF NEEDED)

D. PAYMENT OF PLAN REVIEW FEE

E. PAYMENT OF BUILDING PERMIT FEE

F. PAYMENT OF TAP FEES (WATER, SEWER, GAS)

G. PLUMBING PERMIT

H. ELECTRICAL PERMIT

I. HVAC PERMIT

SPECIAL NOTE:

PER CITY OF OLIVE BRANCH CODES, ANY AND ALL CONTRACTORS WHO BEGIN WORK WITHOUT A PERMIT ISSUED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT, SHALL BE CHARGED A DOUBLE PERMIT FEE.



COMMERCIAL / INDUSTRIAL PLANS REVIEW CONTACTS

NOTE: ALL COMMERCIAL / INDUSTRIAL PLANS SHALL BE REVIEWED AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING, PLANNING, ENGINEERING, AND FIRE DEPARTMENT STAFF, BEFORE ANY PERMIT MAY BE ISSUED.

PLANNING DEPARTMENT / DESIGN REVIEW

**JASON GAMBONE
DIRECTOR OF PLANNING
662-892-9334**

BUILDING DEPARTMENT

**BENNIE EPPS
BUILDING OFFICIAL
662-892-9328**

ENGINEERING DEPARTMENT

**STEVE BIGELOW
CITY ENGINEER
662-892-9352**

FIRE DEPARTMENT

**STEVE WALKER OR ART DUNLAP
FIRE INSPECTOR
662-890-7376**



PROCEDURES FOR REQUESTING BUILDING INSPECTIONS

- A. ALL INSPECTIONS SHALL BE REQUESTED AT LEAST ONE (1) DAY IN ADVANCE**
- INSPECTION REQUEST SHALL BE REQUESTED BY 4 PM ON DAY BEFORE INSPECTION IS NEEDED
 - INSPECTION REQUEST DEADLINE TIMES SHALL BE ADHERED TO
- B. INSPECTIONS SHALL BE REQUESTED BY CALLING CITY OF OLIVE BRANCH BUILDING DEPARTMENT**
- | | | | | |
|--------------|---------------|-----|----|------|
| OFFICE HOURS | MONDAY-FRIDAY | 8AM | TO | 5 PM |
| OFFICE PHONE | 662-892-9333 | | | |
- DO NOT CALL INSPECTORS FOR SPECIAL INSPECTIONS
 - NO APPOINTMENTS ARE GIVEN FOR ANY INSPECTION

NOTE:

- DO NOT CALL FOR ANY INSPECTION UNTIL READY
- BY REQUESTING AN INSPECTION WHEN YOU ANTICIPATE IT BEING READY, PROBLEMS MAY OCCUR THAT YOU ARE NOT AWARE OF AND MAY CAUSE YOU TO RECEIVE A FAILED INSPECTION AND INCUR RE-INSPECTION FEES

REQUIREMENTS FOR BUILDING SITE WHEN ALL INSPECTIONS ARE REQUESTED

- A. BUILDING PLANS SHALL BE ON SITE AT ALL TIMES (NO PLANS – NO INSPECTION)**
- B. LOT # OR ADDRESS SHALL BE POSTED ON ALL LOTS AT ALL TIMES (NO LOT SIGN – NO INSPECTION)**
- C. CARE AND CLEANLINESS OF BUILDING SITE SHALL BE IN PLACE AND MAINTAINED DURING THE ENTIRE PHASE OF CONSTRUCTION**
- D. EROSION AND SEDIMENT CONTROL MATERIAL FOR THE BUILDING SITE SHALL BE IN PLACE AND MAINTAINED DURING THE ENTIRE PHASE OF CONSTRUCTION**
- E. ALL BUILDING SUPPLIES, MATERIALS, DUMPSTERS, PORTABLE TOILETS, AND SOD SHALL BE PLACED ON LOTS.**

DO NOT PLACE THE ABOVE ITEMS IN THE STREET OR RIGHT-OF-WAY



INSPECTION TYPES AND ORDER OF INSPECTIONS FOR RESIDENTIAL BUILDINGS

THE FOLLOWING IS A LIST OF INSPECTIONS FOR RESIDENTIAL BUILDINGS IN THE ORDER IN WHICH THE INSPECTIONS ARE TO BE MADE FOR THE THREE (3) TYPES OF FOUNDATIONS USED BY CONTRACTORS IN THE CITY OF OLIVE BRANCH

A. BLOCK AND FILL FOUNDATION

1. FOUNDATION SURVEY SHALL BE APPROVED PRIOR TO ANY FOOTINGS BEING PUT IN PLACE
2. FOOTING
3. PLUMBING ROUGH-IN (DWV), WATER DISTRIBUTION LINES, SEWER, AND WATER SERVICE LINES (DWV, SEWER AND WATER SERVICE LINES SHOULD BE INSTALLED AT THIS INSPECTION)
4. POST HOLE
5. SLAB
6. FRAMING / INCLUDING ELECTRICAL, PLUMBING, AND HVAC TOP-OUTS. BRICK TIES, AND GAS PRESSURE TEST
7. INSULATION / SHALL BE MADE AND APPROVED BEFORE SHEETROCK CAN BE PUT IN PLACE
8. FINAL SURVEY / REQUIRED BEFORE FINAL INSPECTION CAN BE MADE
9. FINAL CULVERT (IF NEEDED)
10. FINAL DRAINAGE GRADE / REQUIRED BEFORE SOD IS IN PLACE (SEE ATTACHED TYPICAL SWALES)
11. FINAL INSPECTION / ALL FEES DUE SHALL BE PAID AND ALL LISTED ABOVE HAVE BEEN APPROVED

NOTE: THE FINAL INSPECTION SHALL BE DONE AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT PRIOR TO ANY OCCUPANCY OF ANY BUILDING

B. MONOLITHIC SLAB (SLAB ON GROUND) FOUNDATION

1. FOUNDATION SURVEY / SHALL BE APPROVED PRIOR TO PLUMBING (DWV) ROUGH-IN INSPECTION
2. PLUMBING ROUGH-IN (DWV), WATER DISTRIBUTION LINES, SEWER AND WATER SERVICE LINES (DWV, SEWER AND WATER SERVICE LINES SHOULD BE INSTALLED AT THIS INSPECTION)
3. SLAB
4. FRAMING / INCLUDING ELECTRICAL, PLUMBING. AND HVAC TOP-OUTS, BRICK TIES AND GAS PRESSURE TEST
5. INSULATION / SHALL BE MADE AND APPROVED BEFORE SHEETROCK CAN BE PUT IN PLACE
6. FINAL SURVEY / REQUIRED BEFORE FINAL INSPECTION CAN BE MADE
7. FINAL CULVERT (IF NEEDED)
8. FINAL DRAINAGE GRADE / REQUIRED BEFORE SOD IS IN PLACE (SEE ATTACHED TYPICAL SWALES)
9. FINAL INSPECTION / ALL FEES DUE SHALL BE PAID AND ALL LISTED ABOVE HAVE BEEN APPROVED

NOTE: THE FINAL INSPECTION SHALL BE DONE AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT PRIOR TO ANY OCCUPANCY OF ANY BUILDING



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C. CONVENTIONAL (FLOOR JOIST / CRAWL SPACE) FOUNDATION

1. FOUNDATION SURVEY / SHALL BE APPROVED PRIOR TO FOOTING BEING PUT IN PLACE
2. FOOTING
3. FLOOR JOIST/ SHALL BE INSEPECTED AND APPROVED PRIOR TO ANY FLOOR DECKING IS PUT IN PLACE
4. FRAMING / INCLUDING ELECTRICAL, PLUMBING, AND HVAC TOP-OUT, BRICK TIES, AND GAS PRESSURE TEST
5. FINAL SURVEY / REQUIRED BEFORE FINAL INSPECTION CAN BE MADE
6. FINAL CULVERT (IF NEEDED)
7. FINAL DRAINAGE GRADE / REQUIRED BEFORE SOD IS IN PLACE (SEE ATTACHED TYPICAL SWALES)
8. FINAL INSPECTION / ALL FEES DUE SHALL BE PAID AND ALL LISTED ABOVE HAVE BEEN APPROVED

NOTE: THE FINAL INSPECTION SHALL BE DONE AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT PRIOR TO ANY OCCUPANCY OF ANY BUILDING.

REQUIREMENTS FOR FOOTINGS, POST HOLES, AND SLABS

A. FOOTINGS

1. FOR A FRAME BUILDING 6" WIDE 12" DEEP (DOWN TO HARD UNDISTURBED SOIL)
2. FOR A BRICKED BUILDING 20" WIDE 12" DEEP (DOWN TO HARD UNDISTURBED SOIL)
3. 12" OF CONCRETE MINIMUM IN FOOTING
4. TWO (2) 5/8" (#5) STEEL BARS OR THREE (3) 1/2" (#4) STEEL BARS CONTINUOUS IN FOOTINGS

B. POST HOLES

1. 4' ON CENTERS (DOWN TO HARD UNDISTURBED SOIL)
2. 6" IN DIAMETER

C. MONOLITHIC SLABS (SLABS ON GROUND)

1. 6" x 6" WELDED WIRE
2. 6 MIL. POLY VAPOR BARRIER
3. TERMITE TREATED
4. PERIMETER SLAB INSULATION (OPTIONAL)
5. TWO (2) 5/8" (#5) STEEL BARS OR THREE (3) 1/2" (#4) STEEL BARS CONTINUOUS IN FOOTINGS
6. 12" DEEP FOOTINGS (MINIMUM TO HARD UNDISTURBED SOIL)
7. LAST 4" FILL SHALL BE OF PEA GRAVEL, WASH ROCK, OR COARSE SAND

NOTE: IF HARD UNDISTURBED SOIL IS NOT ABLE TO BE FOUND ON FOOTINGS, POST HOLES, AND SLABS, AN ENGINEERS LETTER WILL BE REQUIRED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT, BEFORE ANY FOOTINGS, POST HOLES, AND SLABS ARE TO BE PUT IN PLACE

NOTE: WOODEN FORM BOARD STAKES IN FOOTINGS SHALL NOT BE ALLOWED

NOTE: ENGINEERS LETTERS OF APPROVAL ARE NOT AN OK TO POUR. THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT SHALL INSPECT ALL FOOTINGS, POST HOLES, AND SLABS AND GIVE THE APPROVAL TO POUR.



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ADDITIONAL INSPECTIONS

A. BRICK TIE OPTIONAL

\$25.00 FEE

- **BRICK TIES ARE INSPECTED AT THE FRAMING INSPECTION, BUT IF ANY CONTRACTOR WOULD LIKE TO START BRICKING A BUILDING AND IS NOT READY FOR THE FRAMING INSPECTION, THEY CAN REQUEST A BRICK TIE OPTION INSPECTION.**

RE-INSPECTION FEES

A.	BRICK TIE	\$25.00 (EACH RE-INSPECTION)
B.	ALL OTHER RE- INSPECTIONS (FAILED RE-INSPECTIONS)	\$100.00 (EACH RE-INSPECTION)
C.	GAS PRESSURE TEST	\$50.00 (EACH RE-INSPECTION)

NOTE:

- **IF RE-INSPECTION FEES OWED ARE IN EXCESS OF \$199.00 FOR ANY ONE (1) PERMIT, NO INSPECTION WILL BE MADE UNTIL SUCH TIME PAYMENT HAS BEEN MADE**

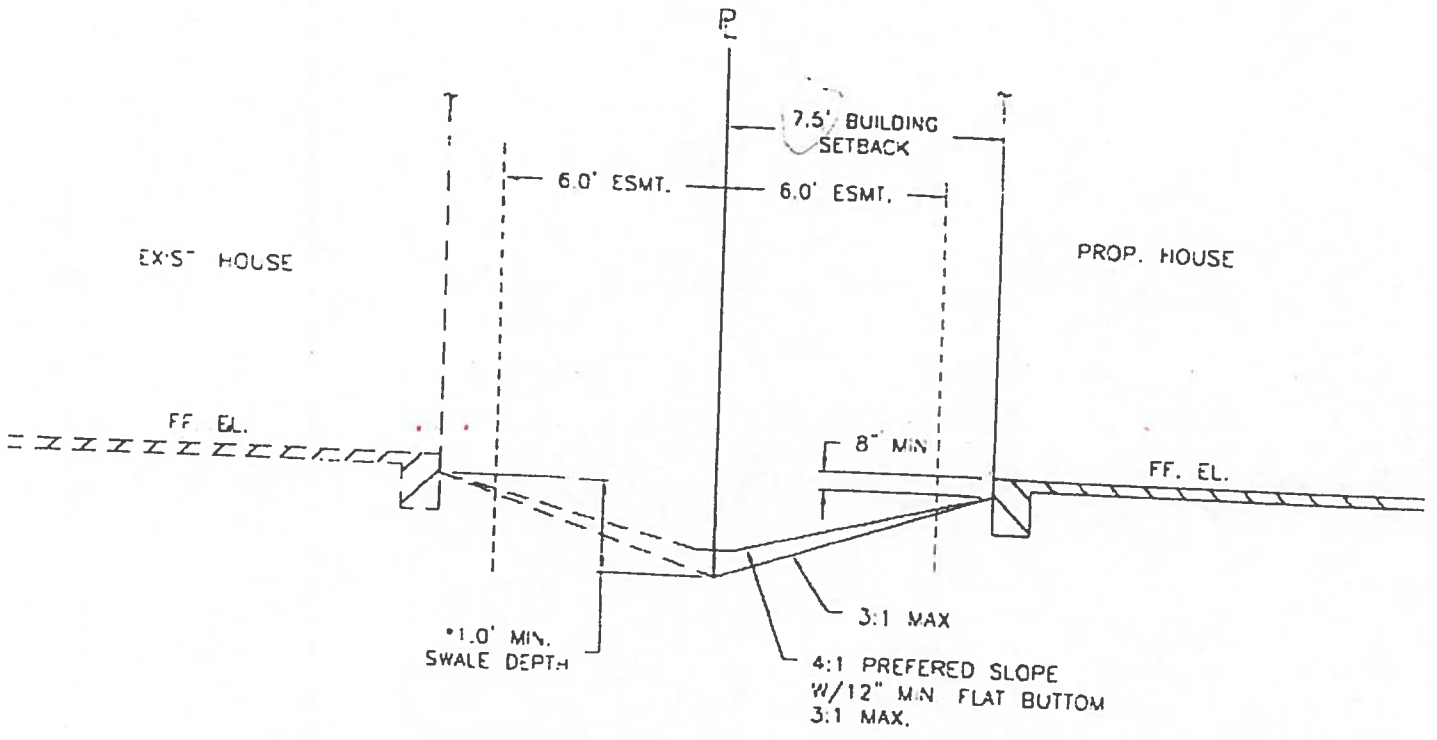
TYPICAL SWALE DESIGN

NOTE: IF YOU NEED FURTHER INFORMATION OR NEED ANY HELP WITH HOW TO GRADE IN YOUR SWALES, PLEASE FEEL FREE TO CALL THE CITY OF OLIVE BRANCH ENGINEERS DEPARTMENT, AT 662-892-9351

(SEE FOLLOWING PAGES)

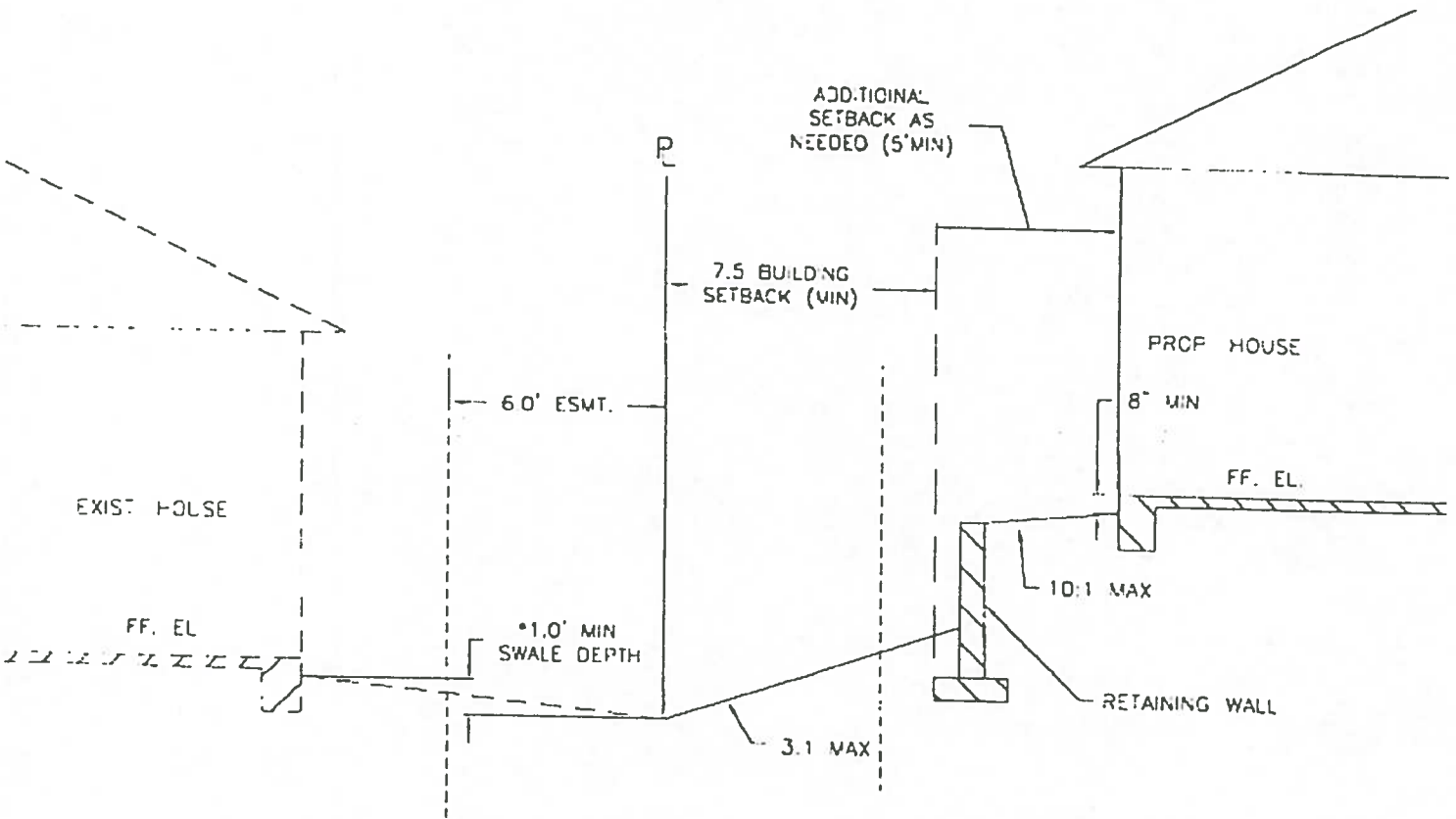


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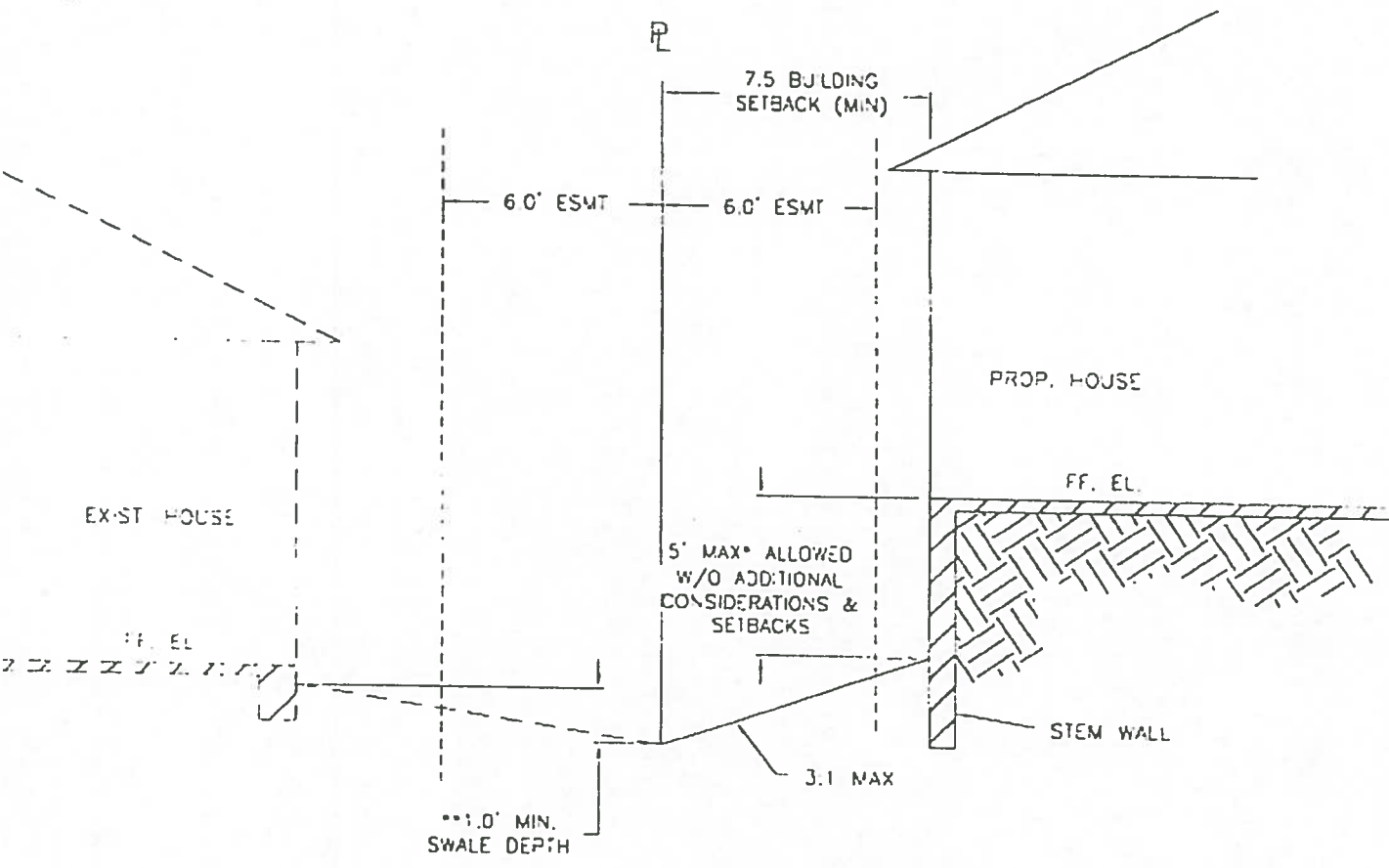
*WHEN FEASIBLE

TYPE "A" SWALE
(STANDARD)



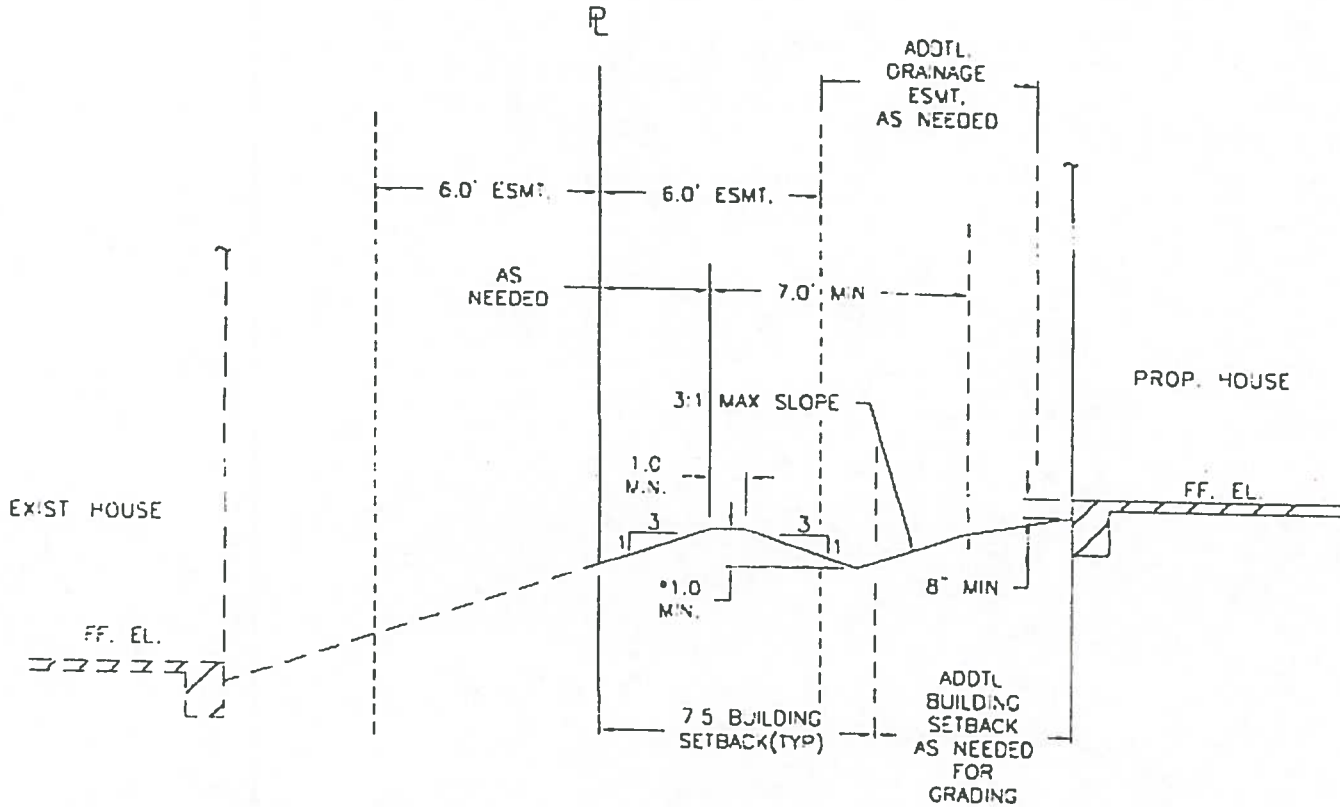
•WHEN FEASIBLE

TYPE "B" SWALE
(WITH RETAINING WALL)



*NOTE: SEE SECTION 7.4 FOR APPROPRIATE CONSTRUCTION MATERIALS
**WHEN FEASIBLE

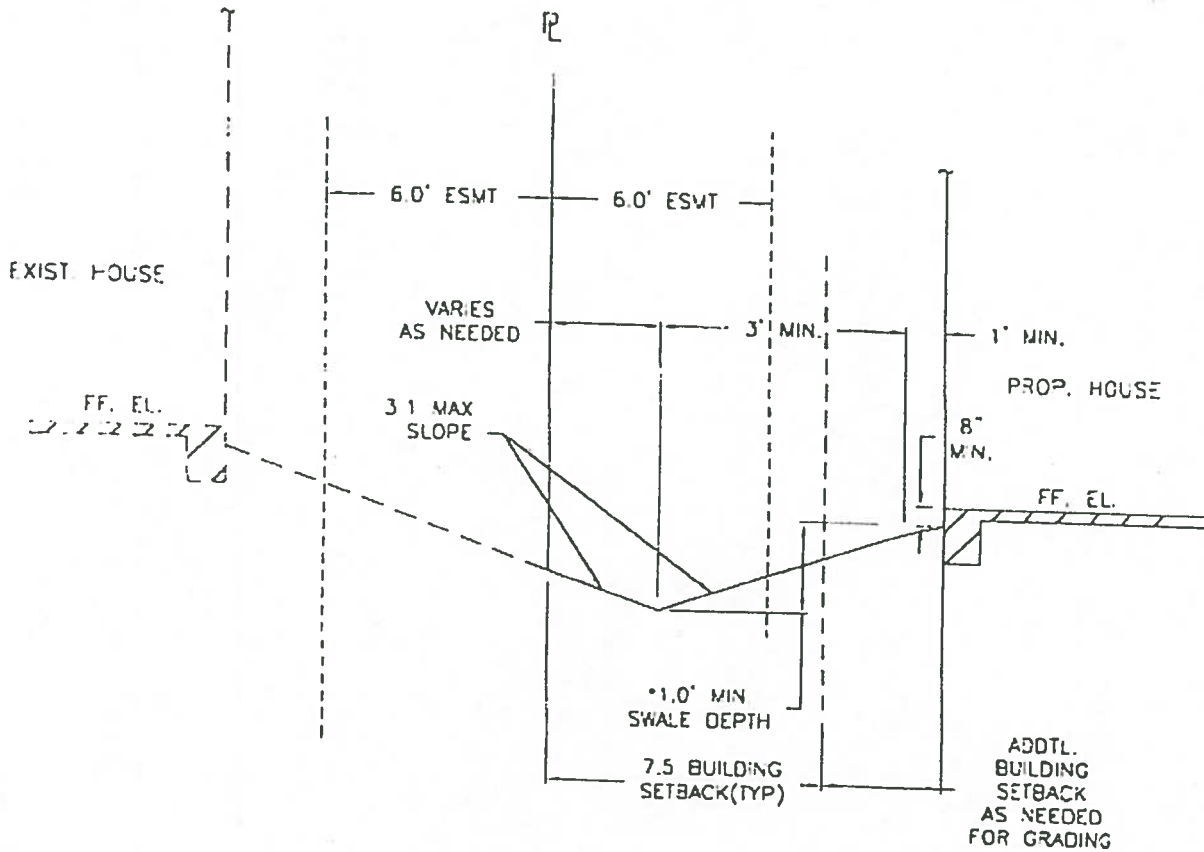
TYPE "C" SWALE



*WHEN FEASIBLE

TYPE "D" SWALE

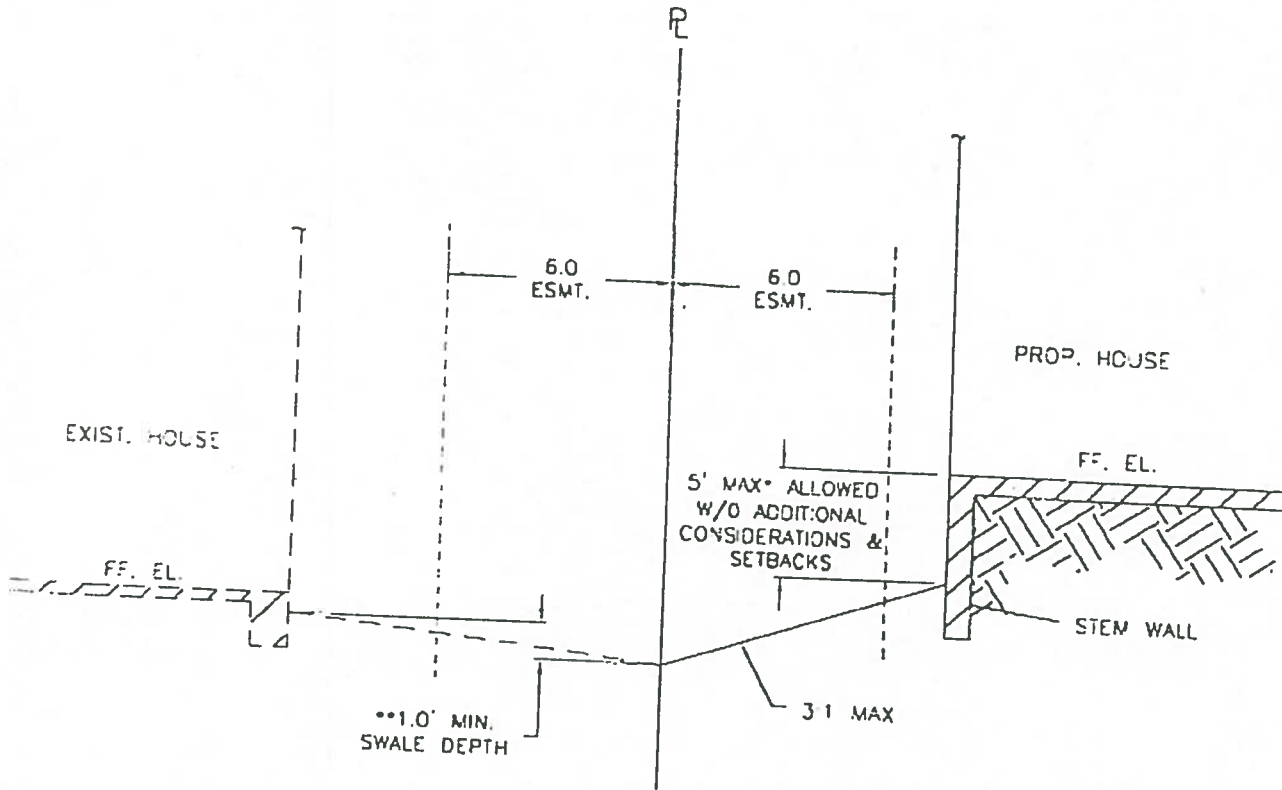
(WHEN PROPOSED LOT IS HIGHER THAN ADJACENT LOT AND THE REQUIRED SWALE CAN NOT BE GRADED CENTERED ON THE EXISTING PROPERTY LINE).



*WHEN FEASIBLE

TYPE "E" SWALE

(WHEN PROPOSED LOT IS LOWER THAN ADJACENT LOT AND THE REQUIRED SWALE CAN NOT BE GRADED CENTERED ON THE EXISTING PROPERTY LINE).

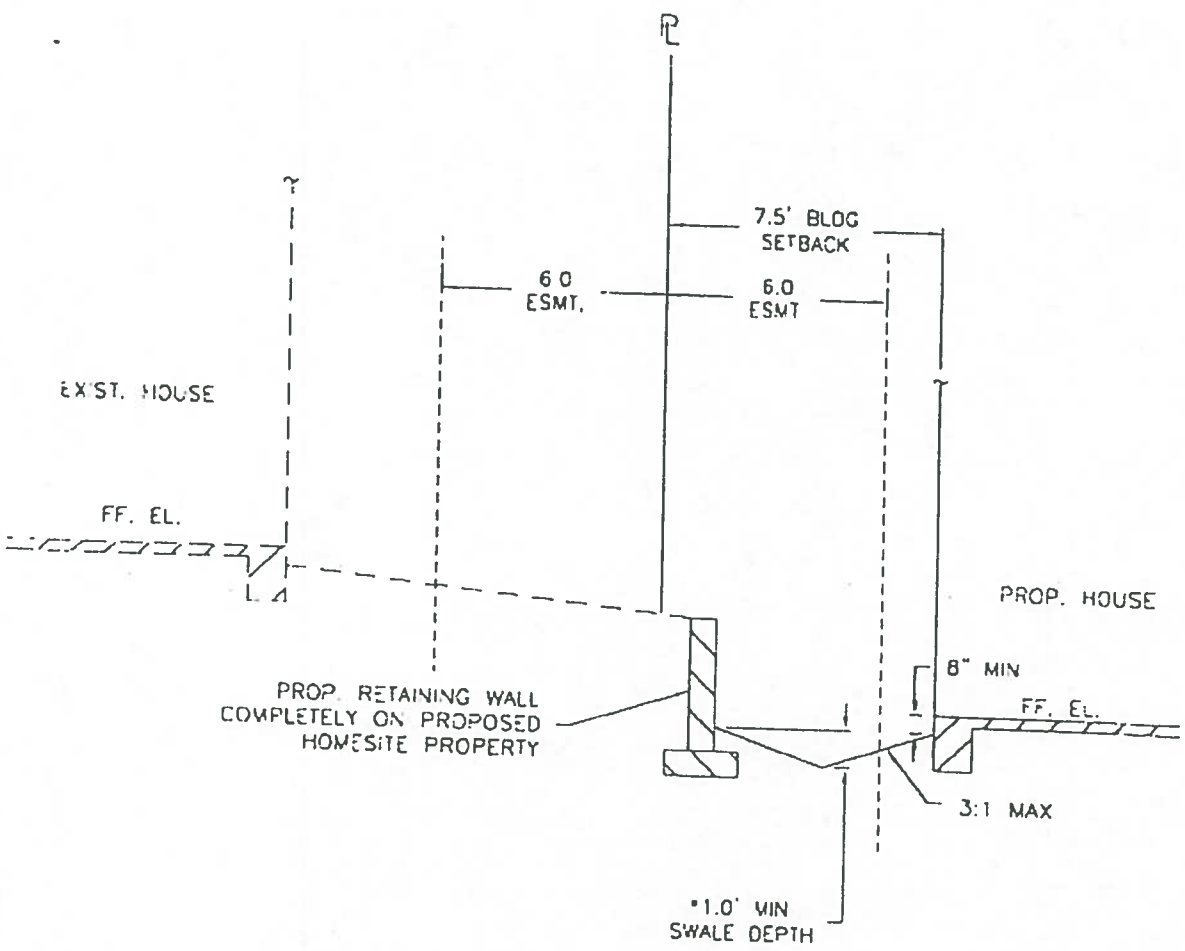


*NOTE: SEE SECTION 7.4 FOR APPROPRIATE CONSTRUCTION MATERIALS.
**WHEN FEASIBLE

TYPE "F" SWALE



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*WHEN FEASIBLE

TYPE "G" SWALE