

**MINIMUM SUBMISSION CRITERIA FOR SITE / CIVIL AND CONSTRUCTION PLANS  
FOR THE ISSUANCE OF A COMMERCIAL BUILDING PERMIT**

GENERAL BUILDING PERMIT APPLICATION COMPLETED WITH CONSTRUCTION DRAWINGS AND SITE PLAN SUBMITTED ELECTRONICALLY IN PDF FORM 24" X 36" STANDARD SCALE, LEGIBLE AND EASILY REVIEWED. A COPY OF THE CODE OF ORDINANCES CAN BE LOCATED ON THE GULFPORT WEBSITE [WWW.GULFPORT-MS.GOV](http://WWW.GULFPORT-MS.GOV)

**SITE / CIVIL PLANS**

(MUST BE SEALED BY A MISSISSIPPI LICENSED DESIGN PROFESSIONAL)

**SITE:**

- DIMENSIONS OF PROPERTY
- DIMENSIONS OF STRUCTURES
- DIMENSIONS OF PARKING SPACES
- DIMENSIONS OF POOL AND POOL FENCE
- DIMENSIONS OF LOADING DOCKS
- DIMENSIONS OF TANKS
- SETBACKS TO PROPERTY LINES
- SETBACKS TO EXISTING BUILDINGS
- SETBACKS TO PROPOSED BUILDINGS
- OFF STREET PARKING
- OFF STREET TRUCK LOADING
- INGRESS / EGRESS TO THE PROPERTY
- EXISTING / PROPOSED STREET LIGHTS
- HEIGHT OF GRADE OVERALL
- WIDTH OF TRAFFIC AISLE
- LIGHTING PLAN NEED TO BE SUBMITTED FOR PARKING FACILITIES ACCOMMODATING TEN (10) OR MORE VEHICLES
- TIRE LANES
- EASEMENTS ON SUBJECT SITE
- LOCATION OF FENCES TO BE PLACED ON PROPERTY INCLUDING TYPE AND HEIGHT
- SPECIAL FLOOD HAZARD AREAS TO INCLUDE ELEVATION CERTIFICATE WHEN REQUIRED
- IDENTIFICATION / DELINEATION OF ALL LANDSCAPED AREAS
- IDENTIFICATION / DELINEATION OF ALL BUFFER PLANTING STRIPS OF THE BUILDING SITE
- ADDRESS WILL BE ASSIGNED BY THE PLANNING DIVISION
- GARBAGE AND TRASH DUMPSTERS

- PROPOSED BUILDING LOCATED ON PARCELS GREATER THAN 1 ACRE AND LESS THAN 5 ACRES REQUIRES SUBMISSION OF A SMALL CONSTRUCTION NOTICE OF INTENT
- PROPOSED BUILDING LOCATED ON PARCELS GRATER THAN 5 ACRES REQUIRES SUBMISSION OF A LARGE CONSTRUCTION NOTICE OF INTENT
- IF MORE THAN ONE STRUCTURE IS PLANNED TO BE ON THJE SUBJECT SITE, A PLANNED BUILDING GROUP MUST BE APPLIED FOR. SITE MUST MEET REFQUIREMENT TO WARRANT A PLANNED BUILDING GROUP

**DRAINAGE PLAN:**

- FINISHED FLOOR ELEVATION
- EXISTING CORNER AND SPOT ELEVATIONS
- PROPOSED CORNER AND SPOT ELEVATIONS
- DIRECTION OF WATER RUN OFF
- ON SITE RETENTION PONDS

**WATER AND SEWER:**

- PROPOSED WATER SYSTEMS
- PROPOSED SEWER SYSTEMS
- EXISTING WATER SYSTEMS
- EXISTING SEWER SYSTEMS
- GREASE TRAP
- LOCATION OF BACKFLOW

**FIRE:**

- EXISTING FIRE HYDRANTS
- PROPOSED FIRE HYDRANTS
- EXISTING POST INDICATOR VALVE (PIV)
- PROPOSED POST INDICATOR VALVE (PIV)
- EXISTING FIRE DEPARTMENT CONNECTION (FDC)
- PROPOSED FIRE DEPARTMENT CONNECTION (FDC)
- UNDERGROUND MAINS
- FIRE LANES

**SIGN: (SEPARATE PERMIT APPLICATION AND FEE REQUIRED FROM PLANNING DIVISION)**

- EXISTING FREE STANDING GROUND SIGNS
- TOTAL SQUARE TOOTAGE OF EACH WALL AND FREE-STANDING SIGNS NEED TO BE SHOWN
- PROPOSED FREE STANDING GROUND SIGNS
- EXISTIN G WALL SIGNS
- PROPOSED WALL SIGNS

- HEIGHT OF SIGNS
- ALL SIGNS OR EQUIPMENT THAT ARE ABOVE 40' IN HEIGHT MUST HAVE WRITTE APPROVAL FROM THE GPT / BLX INTERNATIONAL AIRPORT

TREE: (SEPARATE PERMIT APPLICATION AND FEE REQUIRED FROM PLANNING DIVISION)

- LOCATION OF ALL TREES
- SIZE OF ALL TREES
- IDENTIFICATION OF ALL TREES

### **CONSTRUCTION PLANS**

(MUST BE SEALED BY A MISSISSIPPI LICENSED DESIGN PROFESSIONAL WHEN REQUIRED) Where no design professional is required, identify the person(s) responsible for the design

PROJECT DESCRIPTION:

- NEW BUILDING
- ADDITION
- REMODEL (VERIFY EXISTING OCCUPANCY)
- TENANT IMPROVEMENT
- MISCELLANEOUS WORK
- PROVIDE HMIS (HAZARDOUS MATERIALS IDENTIFICATION SUYSTEM) FOR STORAGE AND MANUFACTURED OPERATIONS
- WIND LOAD DESIGN FOR ALL NEW CONSTRUCTION AND STRUCTURAL CHANGES
- PROVIDE BUILDING INFORMATION BLOCK CONTAINING:
  - OCCUPANCY (WHERE SEPARATE OCCUPANCY EXISTS AND I. D. EACH ONE)
  - TYPE OF CONSTRUCTION
  - SQUARE FOOTAGE (OF EACH TYPE OF BUILDING)
  - SPRINKLERS
  - FIRE ALARMS
  - EMERGENCY LIGHTING
  - NUMBER OF EXITS REQUIRED
  - EXITS PROVIDED
  - NUMBER OF FLOORS IN THE BUILDING

STRUCTURAL DETAILS:

- FOUNDATION PLAN / DETAILS
- ROOF FRAMING PLAN (DEFERRE SUBMITTAL ON TRUSSES AVAILABLE UPON REQUEST)
- CROSS-SECTIONAL VIEWS
- WALL FRAMING
- CONNECTION DETAILS

- FOR REMODELS AND ALTERATIONS: PROVIDE STRUCTURAL EVALUATION ADDRESSING LOADING TO BUILDING

#### FLOOR PLAN:

- COMPLETE FLOOR LAYOUT INCLUDING EQUIPMENT AND PROCESS DESCRIPTION
- IDENTIFY THE USE OF EACH ROOM
- IDENTIFY ALL DOORS AND WINDOWS AND STATE THE SIZE OF EACH
- EXISTING FLOOR LAYOUT (IF APPLICABLE)
- PROVIDE DIMENSIONS OF ROOMS, CORRIDORS, DOORS, ETC.
- STATE THE OCCUPANCY CLASSIFICATION OF ALL SUITES
- SHOW OCCUPANT LOAD CALCULATIONS
- SHOW COMPLIANCE WITH THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN
- PROVIDE LIFE SAFETY PLAN

#### PLUMBING / GAS DETAILS:

- SHOW ALL PLUMBING FIXTURES
- PROVIDE PLUMBING ISOMETRIC DRAWING (DRAIN, WASTE, AND VENT SYSTEM)
- PROVIDE A ONE-LINE GAS ISOMETRIC DRAWING (IF APPLICABLE)

#### MECHANICAL DETAILS:

- PROVIDE COMPLETE MECHANICAL LAYOUT

#### ELECTRICAL DRAWINGS:

- SHOW LOCATION OF THE SERVICE MAIN AND DISCONNECT
- SHOW LOCATION OF EACH SUB PANEL
- PROVIDE ONE LINE DRAWING OF THE COMPLETE ELECTRICAL
- IDENTIFY ANY HAZARDOUS OR CLASSIFIED AREAS PER THE NEC

#### FIRE ALARMS:

- MUST BE SUBMITTED FOR THIRD PARTY REVIEW, BUILDING CODE SERVICES CAN PROVIDE A LIST OF APPROVED THIRD-PARTY REVIEWERS.

#### FIRE SPRINKLER SYSTEMS:

- MUST BE SUBMITTED FOR THIRD PARTY REVIEW, BUILDING CODE SERVICES CAN PROVIDE A LIST OF APPROVED THIRD-PARTY REVIEWERS.

#### GENERAL NOTES:

- FAILURE TO SUBMIT PROPER DOCUMENTATION WILL DELAY PLAN REVIEW AND ULTIMATE APPROVAL FOR BUILDING PERMIT.

- DEVELOPER / CONTRACTOR IS RESPONSIBLE TO LOCATE ALL PRIVATE UTILITIES RELATIVE TO CONSTRUCTION
- DEVELOPER / CONTRACTOR / OWNER IS RESPONSIBLE FOR PAYMENT OF ANY WATER AND OR SEWER "TAP FEES" PROVIDING RECEIPT TO BUILDING CODE SERVICES PRIOR TO ISSUANCE OF ANY PERMIT.
- THE ABOVE MAY NOT BE ALL INCLUSIVE

March 19, 2025