



Building Department
Phone: 228-466-0531
Fax: 228-466-5519

**RESIDENTIAL SITE PLAN
SUBMISSION CRITERIA**
For Application for a Building Permit
For 1 & 2 Family Dwelling

****IMPORTANT NOTE ** Failure to submit proper documentation shall delay review and approval of permit.**

NOTE: Standard Paper Size min 24" X 36"; max 36" X 48"
Standard Scale to be legible and easily reviewed

Two* (2) attached site plans drawn to scale with construction drawings showing:
* **One additional site plan is required if located in the Historical District**

IDENTIFICATION:

For inquiries, contact the Building Department at 228-469-0531.

1. Street Address: If not known, the Building Department will assign an address during the review process. The Hancock County E-911 Commission will assign an address if served by the Hancock Water & Sewer Utility at (228) 466-8321.
2. Ad valorem tax parcel number: If the property being developed has more than one parcel number, then the parcel numbers will need to be combined into one, establishing one building site. The consolidation of the tax parcel numbers can be done at the Hancock County Tax Assessor's office.
3. Name of subdivision, block and lot number:
4. Legal Description of property: Provide a copy of an executed Warranty Deed which can be obtained at the Hancock County Tax Assessor's office.
5. Identification of property in the Historical District: See attached map of Historical District.

6. Identification and delineation of all special flood hazard areas including floodways and velocity zones. *When structures are located in a special flood hazard area, a “Construction Drawing” elevation certificate is required upon submittal of application for a building permit. A “Building Under Construction” elevation certificate is required to be submitted before the framing inspection is conducted when the finished floor has been constructed. A “Finished Construction” elevation certificate is required to be submitted before the final inspection is conducted when all construction is complete including the elevation of all machinery and equipment servicing the building, notwithstanding, hydrostatic vents, if applicable.
7. Identification and delineation of all wetlands, if applicable.
8. Identification and delineation of all public rights-of-way and easements.
9. Identification and location of all protected trees (live oak and southern magnolia stating diameter of trunk 54” above ground level) within the public right-of-way adjacent to your property and on your personal property.

SITE:

1. Overall dimensions of property and complete dimensions of all main and accessory structures, parking spaces and pools, etc. Provide total area in square footage of property. Provide total area in square footage of main/residential dwelling. Provide total area in square footage of accessory structure.
NOTE: A legal survey may be required.
2. Identify by flags and located at each corner of property.
3. Provide building height from grade.
4. Identify distance from the property line to each structure and features (pools, fences, etc.) and from structure to structure. If an addition, please delineate between existing and proposed areas of construction.
5. Show critical dimensions of parking spaces, if provided.
6. Ingress and egress to the property showing width of lanes. All concrete placed on City right-of-way, sidewalks and driveway aprons shall be a minimum of 3500 psi.
7. Provide a sidewalk, a minimum of 4 feet in width, along street frontage if in an established or developing subdivision.

DRAINAGE:

For inquiries, contact the Public Works Department at 228-467-5505.

1. Provide a drainage plan that all water surface run-off shall be directed to the proper drainage way and all water surface run-off shall be wholly contained on your property. The drainage plan shall also be in accordance with the approved drainage plan by the City of Bay St. Louis for the subdivision or area.
2. The drainage plan shall include
 - Existing and proposed grading elevations established by a registered land surveyor or engineer (signed and sealed by that registered professional); a grade elevation shall be identified for at least the 4 corners of property.
 - Direction of flow of surface water
 - Finished Floor Elevation (FFE) of all structures (mean sea level)
 - Provide grade elevation from the crown of street. Structure shall be 1 foot above the crown of road.
 - Identify and delineate fill area; Total fill height; Total amount of fill (cu.yds). Identify type of fill; Structural fill has to be designed by an engineer, compacted in accordance with engineered plan and compaction soil test(s) done to shown proper compaction within 95% of Proctor test.
 - Provide size and type of culvert (minimum 15" in diameter). Apply for culvert request through the Public Works office.
 - Identify all natural drainage ways, swales (depth and slope) and storm drain inlets.

STORMWATER REGULATIONS:

1. Provide erosion and sediment control site diagram and complete the erosion control plan check list (see attached handout). For land disturbing activities of one (1) to less than five (5) acres, a Small Construction Notice of Intent (SCNOI) and Storm Water Pollution Prevention Plan (SWPPP) shall be submitted. A "Large Construction General Permit" from the Dept of Environmental Quality is required for land disturbing activities of five (5) acres or more and shall be submitted.

Water & Sewer:

For inquiries, contact the Utilities Department at 228-469-0009 or Hancock County Water & Sewer at 228-467-6208.

1. Location of all existing and proposed water and sewer pipes i.e. type and size.

FIRE:

For inquiries, contact the Fire Department at 228-467-4736

1. Location of existing and proposed fire hydrants, if applicable. NOTE: Location, number and distribution of fire hydrants shall be in accordance with the latest adopted fire code. Water supply and pressure capable of supplying the required fire flow for fire protection shall be supplied to premises. Complete construction details for fire mains and hydrants shall be provided.

GENERAL NOTES:

1. Developer/contractor/owner is responsible to locate all private utilities relative to construction.
2. Developer/contractor/owner is responsible for determining water and sewer availability and payment of any “tap fees i.e. water or sewer. A receipt shall be provided to the Building Department before the issuance of any building permit.
3. Developer/contractor/owner is responsible for obtaining approval for any placement and sizing of any culverts from the Dept. of Public Works.
4. Developer/contractor/owner is responsible to determine if adequate slope exists to tap into the sanitary sewer system for service.
5. Developer/contractor/owner is responsible for providing water supply and pressure capable of supplying the required fire flow for fire protection to the premises.
6. Developer/contractor/owner is responsible for properly protecting all protected trees during construction.
7. Developer/contractor/owner is responsible for all erosion and sediment control measures during construction.
8. Any deviation from the regulations of the Comprehensive Zoning Ordinance (variances) and/or the Subdivision Regulations (re-subdivision of property) will cause a delay in obtaining a building permit.

08-03-08