



# 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**



## **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 2018 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. PROOF OF SITE AND CIVIL PLAN APPROVAL FROM OLIVE BRANCH PLANNING & ENGINEERING DEPTS.**

#### **H. COPY OF AN APPROVED STORMWATER INSPECTION FROM THE CITY ENGINEERS OFFICE (CHECK WITH YOUR ASSIGNED ENGINEERING INSPECTOR)**

#### **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

**MICHAEL RIKARD  
BUILDING OFFICIAL  
662-892-9328**

### ENGINEERING DEPARTMENT

**ANDY SWIMS  
CITY ENGINEER  
662-892-9352**

### FIRE DEPARTMENT

**JASON COAD  
FIRE INSPECTOR  
662-890-7346**



## 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**
- |                     |                      |            |           |             |
|---------------------|----------------------|------------|-----------|-------------|
| <b>OFFICE HOURS</b> | <b>MONDAY-FRIDAY</b> | <b>8AM</b> | <b>TO</b> | <b>5 PM</b> |
| <b>OFFICE PHONE</b> | <b>662-892-9333</b>  |            |           |             |
- **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, SAND, DIRT, DUMPSTERS, PORTABLE TOILETS, AND SOD SHALL BE PLACED ON LOTS AND NOT IN ANY STREETS OR RIGH-OF-WAYS.**



## **INSPECTION TYPES AND ORDER OF INSPECTIONS FOR COMMERCIAL/INDUSTRIAL BUILDINGS**

**THE FOLLOWING IS A LIST OF INSPECTIONS FOR COMMERCIAL/INDUSTRIAL BUILDINGS IN THE TYPICAL ORDER IN WHICH THE INSPECTIONS ARE TO BE MADE. SOME OF THESE INSPECTIONS MAY NOT APPLY TO YOUR PROJECT, WHILE THIS LIST MAY NOT BE ALL-INCLUSIVE OF THE REQUIRED INSPECTIONS FOR YOUR PROJECT. \*\*\*IF IN DOUBT, CONTACT THE BUILDING DEPARTMENT\*\*\***

1. STORMWATER/EROSION CONTROL PLAN TO BE APPROVED BY CITY ENGINEER'S OFFICE (CHECK WITH YOUR ASSIGNED ENGINEERING INSPECTOR WITH ANY QUESTIONS)
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)  
\*\*NOTE: CHECK WITH YOUR ASSIGNED ENGINEERING INSPECTOR TO SEE IF THEY WILL NEED TO CHECK THE SEWER TAP.
3. FOOTING / SLAB \*\*\*MUST GET STRUCTURAL ENGINEER TO INSPECT AND SUPPLY LETTER TO THE CITY BUILDING DEPARTMENT FOR YOUR PERMIT FILE.
4. FRAMING / INCLUDING ROUGH-IN ELECTRICAL, HVAC, PLUMBING TOP-OUTS. BRICK TIES, AND GAS PRESSURE TEST (\*\*\*) SEE NOTES BELOW
5. ABOVE CEILING – REQUIRED WHEN USING DROP CEILING (MAKE SURE ALL JUNCTION BOXES ARE CLOSED AND HVAC DUCTS ARE ATTACHED. \*\*NOTE: FIRE DEPT. MUST ALSO INSPECT PRIOR TO LAYING IN CEILING TILES.
6. INSULATION / SHALL BE MADE AND APPROVED BEFORE SHEETROCK CAN BE PUT IN PLACE
7. OTHER INSPECTIONS: OTHER INSPECTIONS COULD INCLUDE: ELECTRICAL DITCH, FIREWALL, ELECTRICAL IN-WALL, PLUMBING IN-WALL.

**PLEASE NOTE THAT THE ABOVE LIST MAY NOT BE ALL-INCLUSIVE FOR YOUR PROJECT.**

### **8. FINAL INSPECTION**

BEFORE YOU CAN SCHEDULE A FINAL BUILDING INSPECTION, YOU MUST HAVE:

- APPROVAL FROM THE CITY ENGINEER'S OFFICE (PARKING LOT/DRAINAGE)
- APPROVAL FROM THE CITY PLANNER'S OFFICE (LANDSCAPE/LIGHTING)
- AS-BUILT SURVEY

**\*\*NOTE\*\*\* - A SEPARATE BRICK TIE INSPECTION CAN BE REQUESTED PRIOR TO A FULL FRAMING INSPECTION, IF NOT READY FOR A FRAMING BUT ARE READY TO LAY BRICK. THERE IS A \$25 FEE FOR THIS SEPARATE INSPECTION**

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



### RE-INSPECTION FEES

- |    |   |                               |
|----|---|-------------------------------|
| A. | BRICK TIE   | \$25.00 (EACH RE-INSPECTION)  |
| B. | ALL OTHER RE- INSPECTIONS (FAILED RE-INSPECTIONS) | \$100.00 (EACH RE-INSPECTION) |

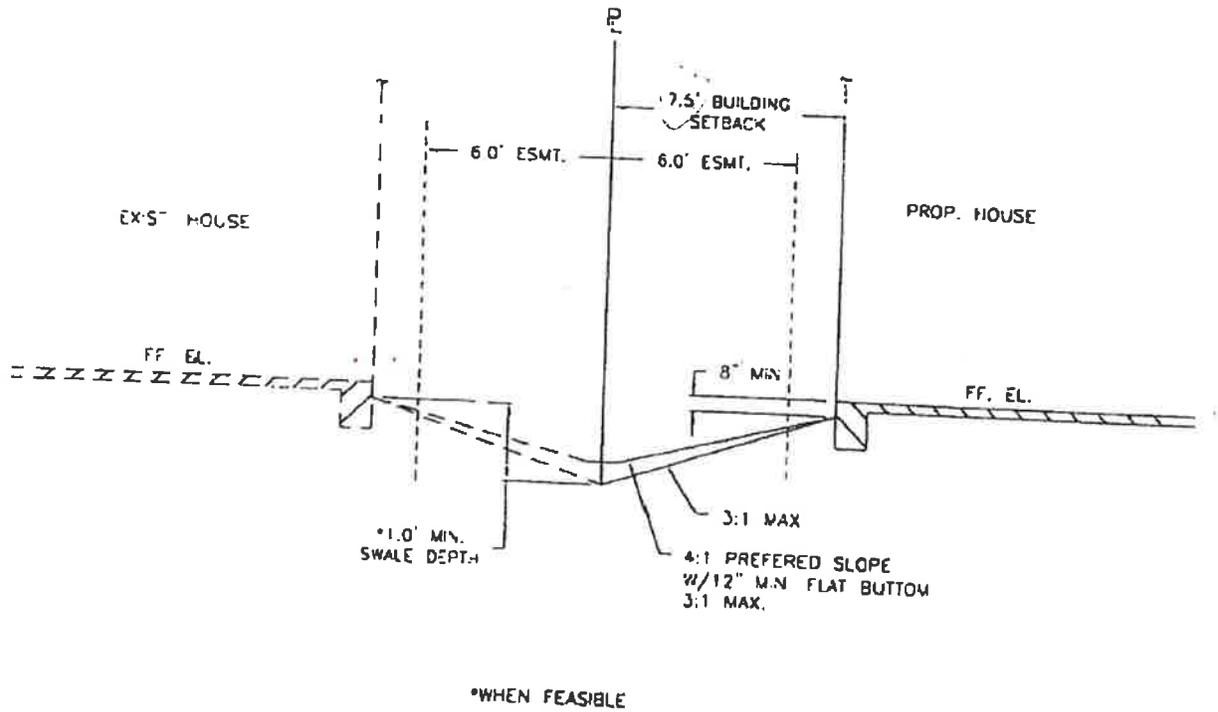
**NOTE:**

- **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**

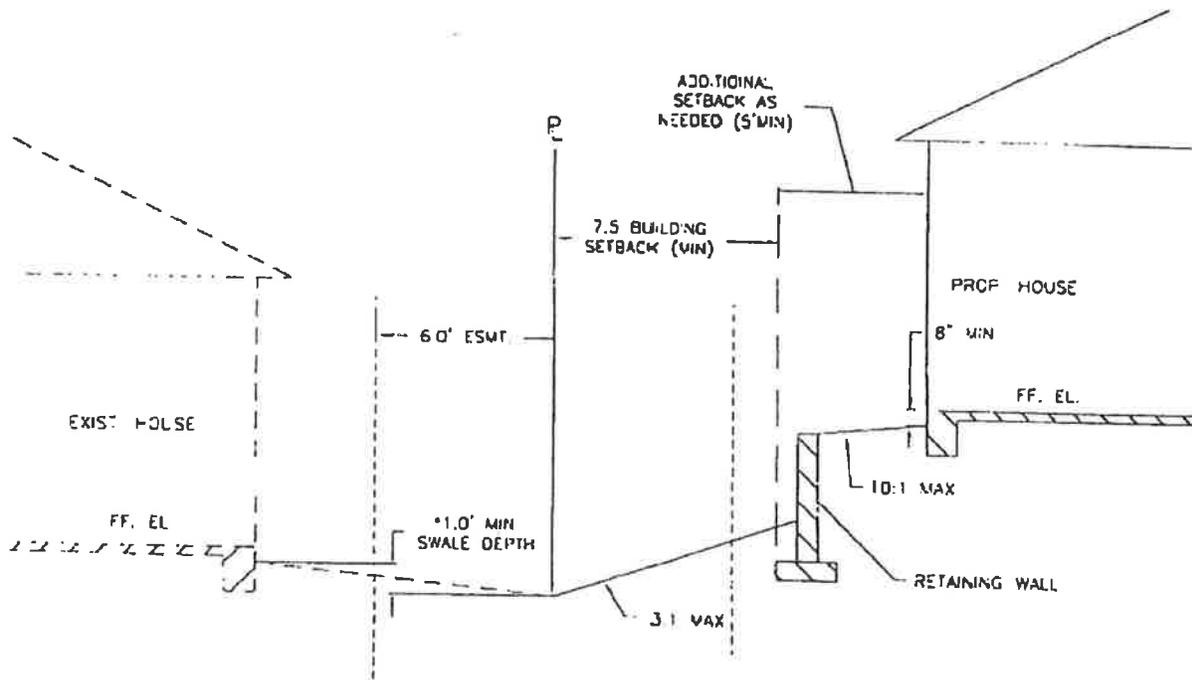
## TYPICAL SWALE DESIGN

**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)**

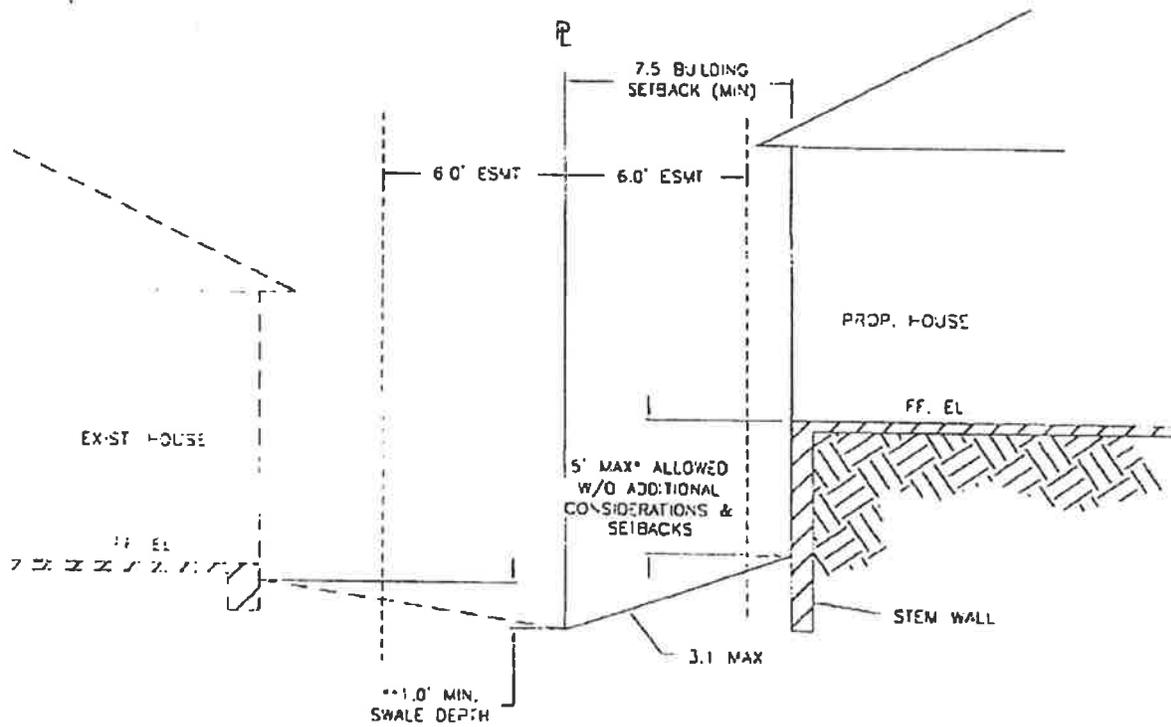


TYPE "A" SWALE  
(STANDARD)



\*WHEN FEASIBLE

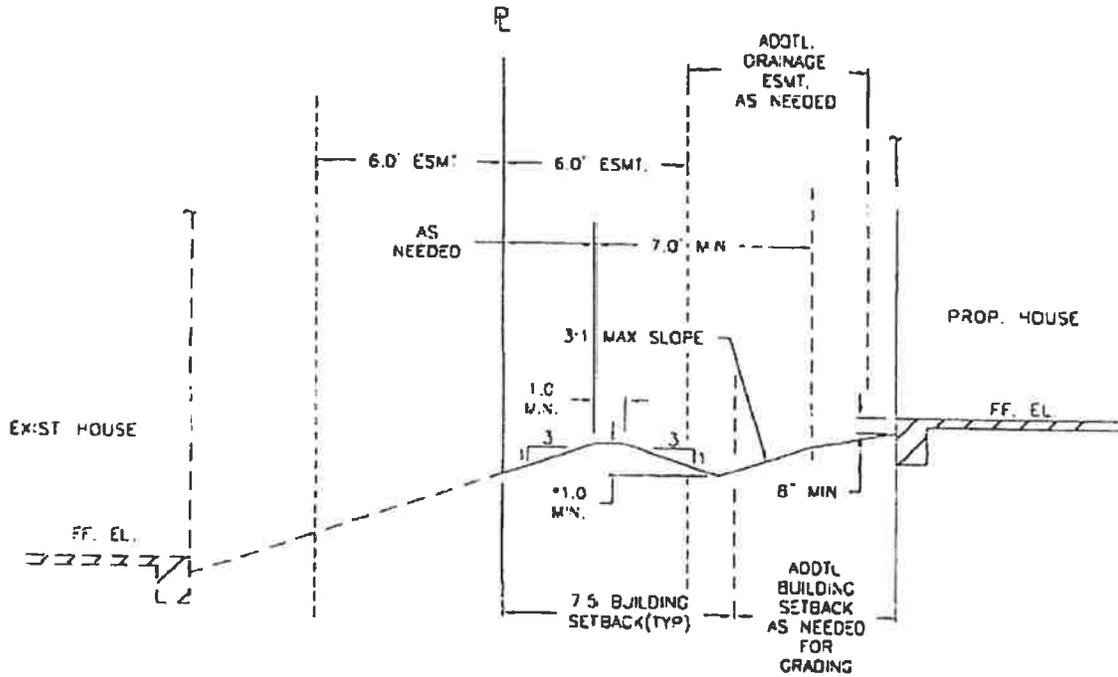
TYPE "B" SWALE  
(WITH RETAINING WALL)



\*NOTE SEE SECTION 7.4 FOR APPROPRIATE CONSTRUCTION MATERIALS

\*\*WHEN FEASIBLE

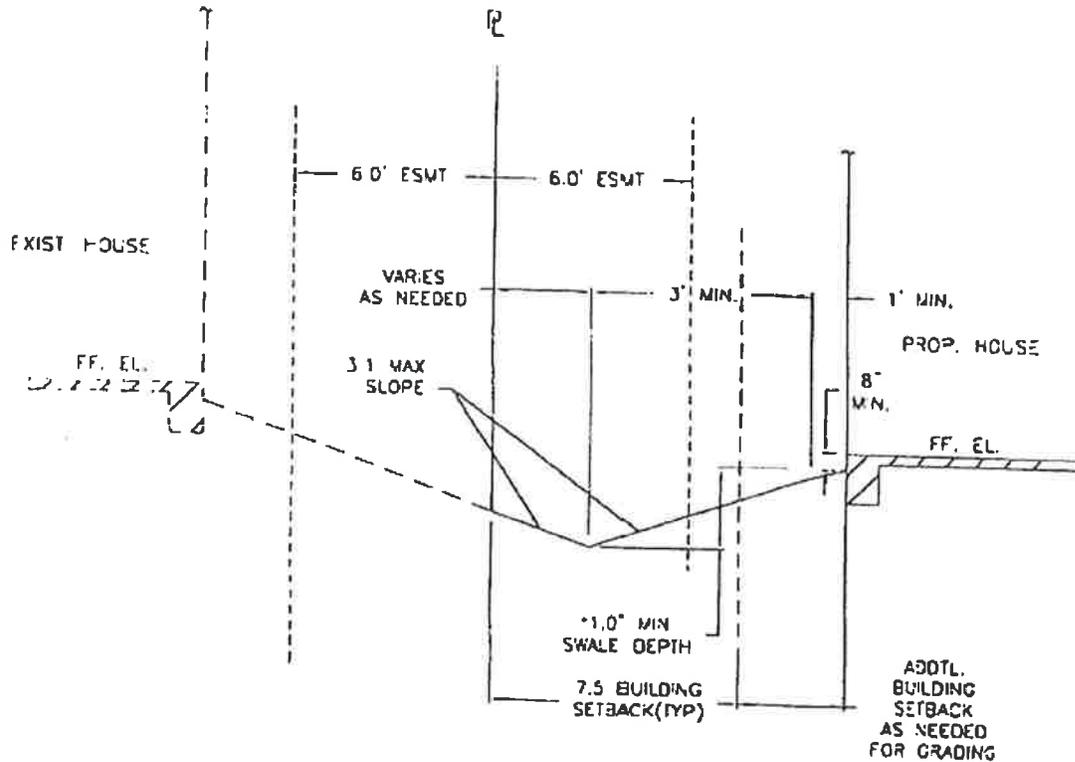
TYPE "C" SWALE



\*WHEN FEASIBLE

TYPE "D" SWALE

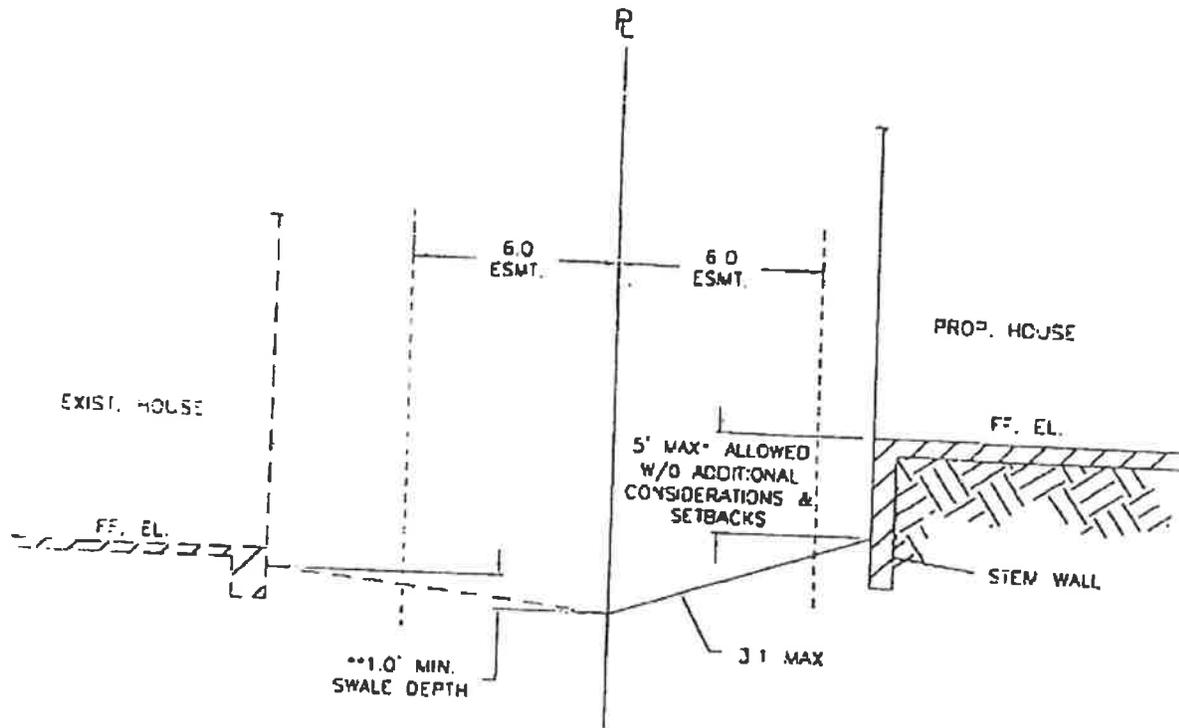
(WHEN PROPOSED LOT IS HIGHER THAN ADJACENT LOT AND THE REQUIRED SWALE CAN NOT BE GRADED CENTERED ON THE EXISTING PROPERTY LINE).



\*WHEN FEASIBLE

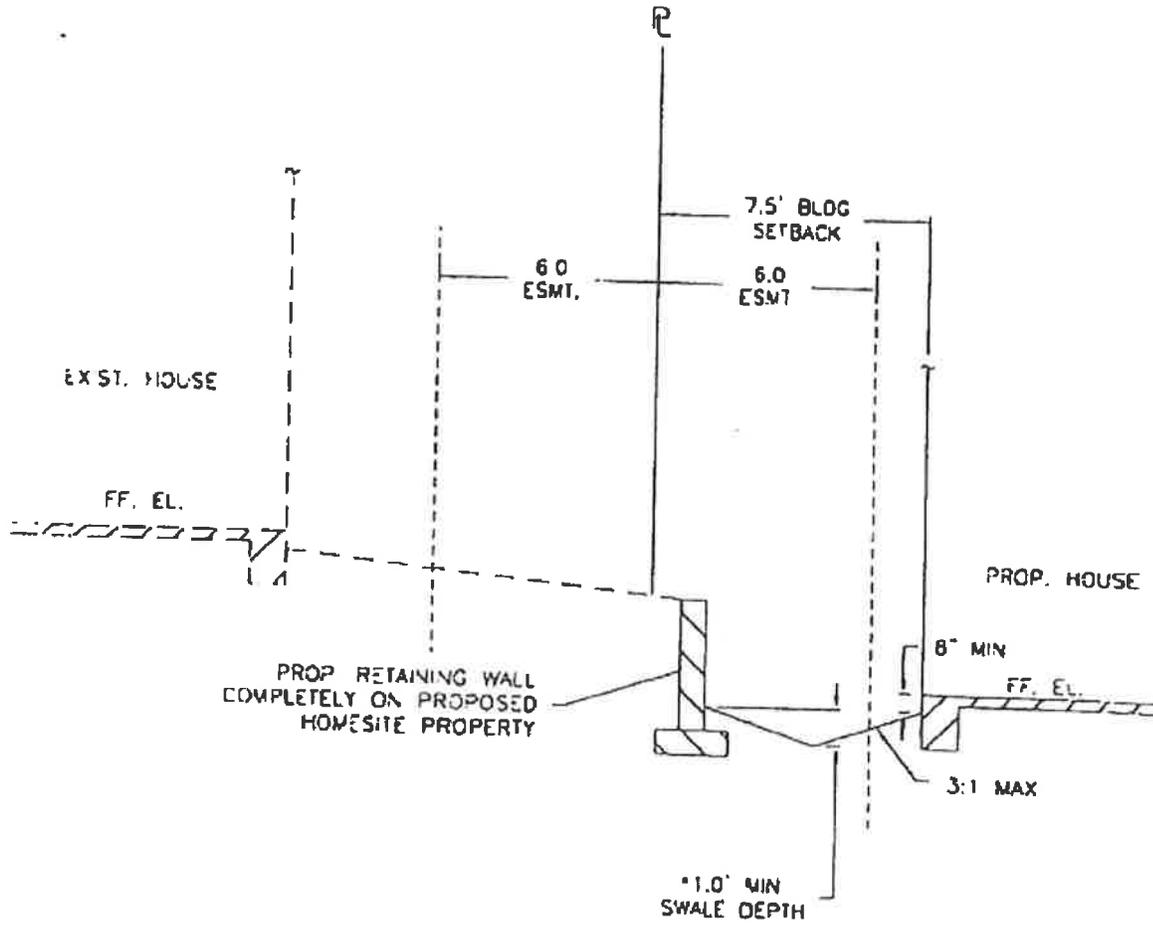
### TYPE "E" SWALE

(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



\*WHEN FEASIBLE

TYPE "G" SWALE