



# Guide to Commercial Permits and Inspections

CITY OF CLEVELAND, MISSISSIPPI—DEPARTMENT OF COMMUNITY DEVELOPMENT  
P. O. Box 1439, Cleveland, MS 38732 • 662-843-4601 • [www.cityofclevelandms.com](http://www.cityofclevelandms.com)

This brochure provides general information about permits and inspections for multi-family dwellings and commercial developments.

## Why get a permit?

- It's the law. The International Building Code requires that permits be obtained for certain types of work.
- Permits protect you, your employees, tenants, the public and your financial investment.
- Inspections ensure that work is done safely and meets the minimum code requirements. Incorrect installations can result in fires, flood damage and/or structural problems.
- Minor problems that could lead to costly repairs, liability and life safety issues can also be detected during inspections and brought to your attention before the situation worsens.

## Where do I get a permit?

Permits can be applied for at the Department of Community Development located at 215 N. Bayou Road, Cleveland, MS 38732. Normal business hours are from 8:00 a.m. to 12:00 p.m. and from 1:00 to 5:00 p.m., Monday through Friday. Customers are welcome to come in with preliminary plans and questions before applying for permits. Our phone number is 662-843-4601. Permit applications can also be downloaded from our website at [www.cityofclevelandms.com/index.php/community-development](http://www.cityofclevelandms.com/index.php/community-development).

## Who can do the work?

For building permits, new construction over 7,500 square feet or for work valued at \$50,000 or more, a contractor holding a valid Certificate of Responsibility in building construction from the Mississippi State Board of Contractors is required to serve as the general contractor over the project. This is equivalent to a commercial builders license.

All subcontractors such as electrical, mechanical, plumbing, and gas fitters must be licensed and approved by the Department of Community Development before any trade permits will be issued.



## When do I need a building permit?

A permit is required to construct, alter, convert, repair, enlarge, move or demolish any part of a building or structure including dwellings, fences, storage buildings or sheds, pools, decks, patios, or driveways.

## When is a permit not required?

For most multi-family residential and commercial projects painting, reroofing, replacing a few rotten boards on trim or fascia, floor coverings, cabinet replacement, wall papering, and reglazing of windows and doors do not require a permit. If in doubt, please contact the Department of Community and the staff will be happy to assist you in determining if a permit is required.

## How much will a permit cost?

Building permit fees are based on the value of the project. In other words, the amount that it will cost to complete the project, even if you intend to do some or all of the work yourself. Trade permit fees are charged on an item-by-item basis. For a permit fee estimate, call the Department of Community Development at 662-843-4601.

## What method of payments can be used?

We currently accept cash, check or credit card as a method of payment for fees.

## When can work start?

When the permit is issued and all fees are paid, you will receive a set of stamped plans and permit placard. The work can start when the approved plans and placard are available on the job site where the inspector can easily see them.

## How long is a permit valid?

A permit application will expire in 180 days if there is no activity on the project. You may request an extension by calling our office at 662-843-4601.

After a permit is issued, it will expire if 180 days pass without an approved inspection. You may request an extension by calling our office at 662-843-4601.

## Who can prepare the plans?

The building code requires a licensed design professional to prepare any plans required. In the State of Mississippi, this is defined as an licensed Architect or a licensed Engineer capable of designing the project.



## What happens if I build without a permit?

If you begin a project without a required permit, the Building Inspector will issue a Stop Work Order that requires all work on the project to cease. In order to continue working, the general contractor will be responsible for paying a \$100 fine and removing or uncovering any work done without a required inspection.

Municipal Court citations could also be issued on the project for any unpermitted work.

## Building Permits

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A building permit is usually required to build a new structure, or to alter or add on to an existing structure, although certain projects do not require a building permit.

Permit applications and plans must be submitted in to the Department of Community Development located at 215 N. Bayou Road. Most multi-family residential and commercial projects require an extensive review of plans by the Building Official, Fire Inspector, and City Engineer before a permit can be approved.

When you are ready to apply for a building permit, please bring the following:

- A completed Building Permit Application, available at the Department of Community Development or online at [www.cityofclevelandms.com/index.php/community-development](http://www.cityofclevelandms.com/index.php/community-development).
- Two sets of drawn-to-scale plans showing all of the work on the building and the property. Note that all projects are unique and may need more or less detailed drawings depending on the complexity of your project.

Our goal is to complete the review process within 7 to 14 working days. Once the necessary reviews have been approved, the permit will be issued. A permit technician will contact you to let you know when your permit is ready to be picked up.

## Electrical Permits

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Electrical permits are required for work on any electrical system. For small projects, electrical plans may not be required but on new home construction or some larger projects, the electrical plans should be submitted with the permit application for review.

A licensed Master Electrical Contractor must be used obtain a permit and to perform any electrical work on multi-family or commercial projects.



## **Mechanical Permits**

Mechanical permits are required for work on any heating, cooling or ventilation system including duct work. For small projects, plans may not be required but on new construction or some larger projects, the mechanical plans should be submitted with the permit application for review.

A licensed Master Mechanical Contractor must be used obtain a permit and to perform any work on multi-family or commercial projects.



## **Plumbing or Gas Permits**

Plumbing or Gas permits are required for work on any plumbing or gas system. For small projects, plans may not be required but on new construction or some larger projects, the plumbing and gas plans should be submitted with the permit application for review.

A licensed Master Plumbing Contractor or Master Gas Fitting Contractor must be used obtain a permit and to perform any work on multi-family or commercial projects.



## **Floodplain Development Permits**

The City of Cleveland participates in the National Flood Insurance Program and the Community Rating System for floodplain development. A Floodplain Development permit is required for any construction or fill placed within the mapped special flood hazard area as designated by the Federal Emergency Management Agency. These permits are required in addition to a building permit.

If you are unsure whether or not your property is located in one of the special flood hazard areas or have questions about floodplain regulations, the staff at the Department of Community Development can help by calling 662-843-4601 or by coming to the office located at 215 N. Bayou Road. More information on floodplain development can be found on our website at [www.cityofclevelandms.com/index.php/flood-protection](http://www.cityofclevelandms.com/index.php/flood-protection)



### **What if I make changes or revisions after my permit is issued?**

Changes to the construction on the site may require additional plan review. If so, you will be asked to bring in new updated plans that show the changes. Please call the Department of Community Development at 662-843-4601 for more information about revisions.

### **How do I know how close I can build to my property line?**

All properties fall within a specific zoning district. Each zoning district has rules and regulations for how close buildings can be to their property lines and how much area on a lot can be covered by structures. These regulations are located in Article 6 of the Land Development Ordinance. The Zoning Map and Land Development Ordinance can be downloaded on our website at [www.cityofclevelandms.com/index.php/community-development](http://www.cityofclevelandms.com/index.php/community-development) or you can call our staff at 662-843-4601 who can assist you in determining your required setbacks.

## **INSPECTIONS**

Inspections are required to verify that work is being done according to code requirements and the approved plans. There are several categories of inspections including: Building, Demolition, Electrical, Floodplain Development, Gas, Mechanical, and Plumbing. Not all permits require all of the inspections listed below. The Department of Community Development can advise on which inspections will be required. **Please remember to call for all required inspections before covering any work to avoid fines and costly tear outs!**

### **Building Inspections**

Building inspections are performed for site, footings, foundations, framing, exterior finishes, drywall, etc. Whether you are just remodeling a small room or building a new structure, these elements need to be inspected before they are covered, or prior to pouring any concrete. When the project is completed and all of the trade permit inspections have been approved, a final building inspection is required to close your permit. Getting the necessary inspections approved helps to prevent you from receiving fines or having to tear out completed work.



### **Demolition Inspections**

Demolition inspections are performed for utility disconnects. When all of the utilities have been disconnected and demolition is completed, a final inspection is required to close your permit.

### **Electrical Inspections**

Electrical inspections are performed for temporary poles, underground electrical, rough-in electrical and service panels. When all of the required inspections have been approved and all electrical work is completed, a final inspection is required to provide permanent electrical service and to close your permit.

### **Gas Inspections**

Gas inspections are performed for underground gas piping, rough-in gas piping and pressure testing. When all of the required inspections have been approved and all gas piping work is completed, a final inspection is required to close your permit.

### **Mechanical Inspections**

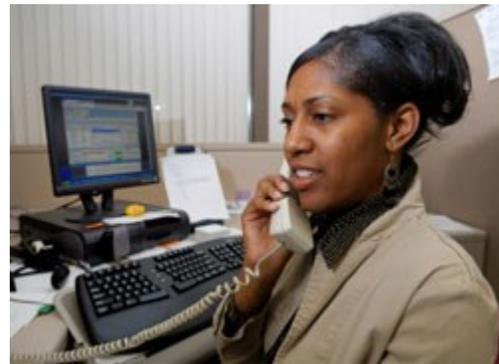
Mechanical inspections are performed for underground mechanical, and rough-in mechanical and. When all of the required inspections have been approved and all mechanical work is completed, a final inspection is required to close your permit.

### **Plumbing Inspections**

Plumbing inspections are performed for underground or under slab plumbing, water services, sewer services, and rough-in plumbing. When all of the required inspections have been approved and all plumbing work is completed, a final inspection is required to close your permit.

### **How do I request an inspection?**

You may call the Department of Community Development at 662-843-4601 to schedule any inspections. Also please notify us if you need to reschedule or cancel an inspection.



## **HELPFUL INFORMATION**

### **Important Web Sites:**

City of Cleveland website  
[www.cityofclevelandms.com](http://www.cityofclevelandms.com)

Department of Community Development website  
[www.cityofclevelandms.com/index.php/community-development](http://www.cityofclevelandms.com/index.php/community-development)

Mississippi State Board of Contractors website  
[www.msdoc.us/](http://www.msdoc.us/)

### **Department of Community Development**

Physical Address: 215 N. Bayou Road  
Cleveland, MS 38732

Mailing Address: P. O. Box 1439  
Cleveland, MS 38732

Phone Number: 662-843-4601

Fax Number: 662-846-5701