



5000 Diamondhead Circle · Diamondhead, MS 39525-3260  
Phone: 228.222.4626 Fax: 228-222-4390  
www.diamondhead.ms.gov

Residential Building Permit  
Process and Submittal  
Requirements

Submit the required documents to the Building Department:

- completed building permit application form
- 2 sets of each-site plans and construction drawings (See attached submittal criteria)
- legal survey
- executed warranty deed
- elevation certificates (if property located in a special flood hazard area)
- culvert request form (see attached form)
- protected tree removal application (if necessary) protected trees=live oak and southern magnolia (6 inches in diameter)
- land development permit to clear and grub the property (if needed before the issuance of the building permit)
- water and sewer service form submitted to Diamondhead Water and Sewer District (DWSD) (see attached form)

Process:

- Plans and drawings will be reviewed in accordance with the Zoning Ordinance, Flood Damage Prevention Ordinance, Storm Water Ordinance and the International Residential Code (IRC-2012 edition)
- If the plans do not comply with the Zoning Ordinance, you shall revise the plans to be in compliance or request a variance. Plans are held in abeyance until variance is recommended by the Planning & Zoning Commission (public hearing) and then approved by the City Council.

Licenses:

- A property owner can be the permit holder of record for their own home and obtain the building permit.
- A contractor shall obtain a license from the City of Diamondhead for building, electrical, plumbing, mechanical and gas (see attached contractor checklist and application).

**RESIDENTIAL SITE PLAN/CONSTRUCTION DRAWINGS  
SUBMISSION CRITERIA**

**For application for a building permit  
For a 1 & 2 Family Dwelling**

**Important Note: Failure To Submit Proper Documentation Shall Delay Review and Approval For Permit**

NOTE: Two (2) attached site plans (min 11" X 17") and two (2) construction plans (max 24" X 36") are required. The plans shall be legible and a standard scale used which can be easily reviewed.

A legal survey is also required (see attached example). The legal survey and required items for a site plan shall be combined into one document. The legal survey shall also identify and delineate of all public rights-of-way and easements.

1. Street Address: Provide written verification from City of Diamondhead. If not known, the City of Diamondhead will assign an address.
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. The Hancock County Geoportal can be helpful at <http://atlas.geoportalmaps.com/hancock>. If the parcels are combined, any common interior drainage and utility easements shall be abandoned and approved through the Diamondhead City Council. The Building Department can facilitate this process.
3. Name of subdivision, unit, block and lot number:
4. Legal Description of property and ownership: **Provide a copy of an executed Warranty Deed which can be obtained at the Hancock County Tax Assessor's office.**
5. Elevation Certification: 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. Flood venting affidavit and non-conversion agreements are also required to be executed by the property owner. This form will be provided by the City. The Flood Damage Prevention Ordinance also requires 1.5' of freeboard above the base flood elevation of the Digital Flood Insurance Rate Maps (DFIRM) of FEMA.

## 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 including conditioned and unconditioned spaces  
Provide total area in square footage of accessory structure.
2. Corners of property: locate at each corner of property.
3. Provide building height from finished 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 (2 spaces per dwelling unit@9' x 19')
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 2500 psi.

## DRAINAGE

1. Provide a drainage plan that all water surface run-offs shall be directed to the proper drainage way and all water surface run-off shall be wholly contained on your property. The water surface run-off shall not adversely affect adjacent properties and downstream properties.

**IRC R401.3 Drainage.** Surface drainage shall be diverted to a storm sewer conveyance or other *approved* point of collection that does not create a hazard. *Lots* shall be graded to drain surface water away from foundation walls. The *grade* shall fall a minimum of 6 inches (152 mm) within the first 10 feet (3048 mm).

**Exception:** Where *lot lines*, walls, slopes or other physical barriers prohibit 6 inches (152 mm) of fall within 10 feet (3048 mm), drains or swales shall be constructed to ensure drainage away from the structure. Impervious surfaces within 10 feet (3048 mm) of the building foundation shall be sloped a minimum of 2 percent away from the building.

**IRC R403.1.7.3 Foundation elevation.** On graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an *approved* drainage device a minimum of 12 inches (305 mm) plus 2 percent. Alternate elevations are permitted subject to the approval of the *building official*, provided it can be demonstrated that required drainage to the point of discharge and away from the structure is provided at all locations on the site.

2. The drainage plan shall include
  - Direction of flow of surface water graphically shown as arrows.
  - Provide existing contour grade elevations having 1' or 2' grade intervals.
  - Provide proposed contour grade elevations.
  - Provide spot grade elevations at each corner of property.

- Structure shall be 1 foot above the crown of street unless the topography of the property does not allow strict adherence. Provide the proposed finished floor elevation on the combined legal survey and site plan.
- Identify and delineate fill area; Total fill height; Identify type of fill; Structural fill has to be properly compacted in accordance with standard engineering practices and compaction soil test(s) performed to show proper compaction within 95% of Proctor test.
- Provide size and type of culvert (minimum 15" in diameter). Apply for culvert request application through City of Diamondhead website or at City Hall. The Public Works Dept. reviews, approves and comments on the application.
- Identify all natural drainage ways, proposed swales (depth and slope) and storm drain inlets.
- All ditches within the public right of way shall have a 3:1 slope and shall be seeded.

#### **Storm Water Regulations-**

1. Identify and delineate on the site plan the type of erosion and sediment control measures that will be used around the entire property i.e. silt fence.
2. 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, Diamondhead Water & Sewer District (DWSD) at 228-255-5813. Obtain, complete and return the Diamondhead Water and Sewer Service form to the DWSD. The DWSD submits the completed Diamondhead Water and Sewer Service form to Building Department. The building permit shall not be issued until the completed form is received from DWSD. The Water and Sewer Service form is given to the permit holder at the issuance of the building permit.

- Location of all existing and proposed water and sewer systems.

## **CONSTRUCTION DRAWINGS**

### **FOUNDATION DETAIL**

- Width and depth dimensions of footings, piers, columns, chain walls and slab on grade; footings shall be at least 12" into natural soil; If not, a compact test is required; If foundation slab is placed on compacted fill, a compaction test is also required.
- Placement, spacing, size, laps, hooks and bends of reinforcement metal
- Minimum compressive strength of concrete at 28 days (minimum 2500 psi)
- Sub-base and base fill courses

- Vapor barrier
- Foundation ventilation
- Floor framing (Engineering data required for truss construction)

#### WALL SECTION

- Identify all fire resistive walls with design i.e. UL, FM
- Identify all materials which consist of the wall assembly
- Fire blocking
- Identify all load bearing walls (provide specs details for all engineered beams)

#### FLOOR/CEILING DETAIL

- Identify all fire resistive floor/ceiling detail with design i.e. UL, FM
- Identify all materials which consist of the floor/ceiling assembly
- Fire blocking
- Draft stopping

#### ROOF/CEILING SECTION DETAIL

- Identify all fire resistive floor/ceiling detail with design i.e. UL, FM
- Identify all materials which consist of ceiling and roof systems
- Provide complete framing detail of roof system
- Ceiling joists, rafters or trusses (engineering data required for truss construction)
- Roof covering materials
- Attic ventilation
- Attic draft stopping

#### ARCHITECTURAL ELEVATIONS

- Identify exterior elevations by North, South, East and West

#### FLOOR PLAN

- Show critical dimensions
- Identify area or room by use i.e. bedroom, kitchen, bath, etc.
- Basic floor plan shall also include signaling alarm system i.e. smoke and carbon monoxide detectors
- Interior finish schedule
- Door Schedule; rated for Design Pressure 45 or greater
- Window Schedule; rated for Design Pressure 45 or greater

#### FIRE STOPPING

- Show method and material used for all penetrations through all assemblies, i.e. floors, walls, and ceilings

#### PLUMBING/GAS DETAIL

- Identify and locate all plumbing fixtures, type and size of pipes, vents, and backflow preventers
- Provide a one line gas isometric drawing (if applicable)

## MECHANICAL DETAIL

- Provide complete mechanical layout

## ELECTRICAL DETAIL

- Floor plan showing lighting with switches, receptacles, special outlets, switch gear location, underground, under slab conduits, emergency systems, electrical service entrance

## GENERAL NOTES:

1. The permit holder is responsible to locate all private utilities relative to construction.
2. The permit holder is responsible for determining water and sewer availability and payment of any "tap fees i.e. water or sewer.
3. The permit holder is responsible for obtaining approval for any placement and sizing of any culverts from the Dept. of Public Works.
4. The permit holder is responsible to determine if adequate slope exists to tap into the sanitary sewer system for service.
5. The permit holder is responsible for properly protecting all protected trees during construction
6. The permit holder is responsible for all erosion and sediment control measures during construction.
7. The permit holder shall be responsible for providing a portable toilet(s) which shall be not be located within the public right of way.
8. The permit holder shall be responsible for providing dumpster for construction debris which shall be not be located within the public right of way.
9. Before any land disturbance, removal of any trees and vegetation within the public right of way, authorization shall be obtained from the Building Official and/or the Public Works Director.
10. Any deviation from the regulations of the Comprehensive Zoning Ordinance and/or other City Ordinances and/or regulations will cause a delay in obtaining a building permit.
11. The Zoning Ordinance does require a minimum square footage of heating and cooled area of the house depending upon the area.
12. As a courtesy , the City of Diamondhead would like for you to be aware that most of the land within the City of Diamondhead have private covenants and/or restrictions through property owner's association and/or home owners association may apply to your proposed development. Perhaps, it would be to your benefit to see if your development would be in compliance with those private covenants and restrictions and receive approval from the appropriate POA/HOA.

The property owner's association and/or home owner's association are listed below.

Diamondhead Property Owner's Association

Devil's Elbow

The Oaks

Pelican Cove Condo

Kapalama Cove Condo

Fairway Villas condo

Glen Eagle

Highpoint Condo

Molokai Village

Lakeside Villa

Lanai Village

#### **PERMITS:**

- Land Development Permit Fee = \$100 (1 acre or less)
- Protected Tree Removal Permit = \$50
- Variance Application from Zoning Ordinance Fee =\$100
- A \$1 Archives & History documentation filing fee is required to be collected for each permit issued.
- Building Permit=based on the total cost of construction
- Electrical Permit=Electrical Service=\$65
- Plumbing Permit=based on flat fee of \$30 plus fixture count=\$5 per plumbing fixture
- Mechanical Permit=generally \$30
- Gas Permit=\$50

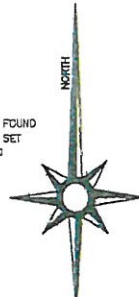
For Inquiries, Contact Building Department at 228-222-4626

**NOTES:**

- 1.) FIELD SURVEY PERFORMED WITH A COMBINATION OF TOPCON GR3 GPS RECEIVER AND TOPCON GPT-9005A ROBOTIC TOTAL STATION.
- 2.) STATE PLANE COORDINATES AND BEARINGS SHOWN HEREON ARE DERIVED BY COMBINATION OF GPS STATIC OBSERVATION AND EARL DUDLEY, INC. RTK NETWORK, AND ARE BASED ON SPC (2301 MS E), BEARINGS ARE GRID NORTH.
- 3.) ELEVATIONS SHOWN ARE BASED ON NAVD88.
- 4.) THIS SURVEY HAS BEEN PREPARED BY INFORMATION PROVIDED BY CLIENT AND LIMITED RESEARCH IN COURTHOUSE WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT. THIS SURVEY MAY NOT SHOW ALL EASEMENTS AND OTHER RESTRICTIONS OF RECORD. SURVEYOR WILL BE MADE AVAILABLE TO ADD SUCH FEATURES TO THIS SURVEY IF A CURRENT TITLE REPORT OR ABSTRACT OF TITLE IS PROVIDED TO HIM BY PROPER AUTHORITY.
- 5.) UNLESS OTHERWISE NOTED THIS SURVEY IS LIMITED TO ABOVE GROUND AND VISIBLE UTILITIES. A MISSISSIPPI ONE CALL SHOULD BE MADE BEFORE ANY DIGGING @ 1-800-227-6477.
- 6.) BUILDING SETBACKS, ELEVATIONS, WETLAND DETERMINATION AND ET CETERA TO BE PRESCRIBED BY APPROPRIATE GOVERNING BODIES.

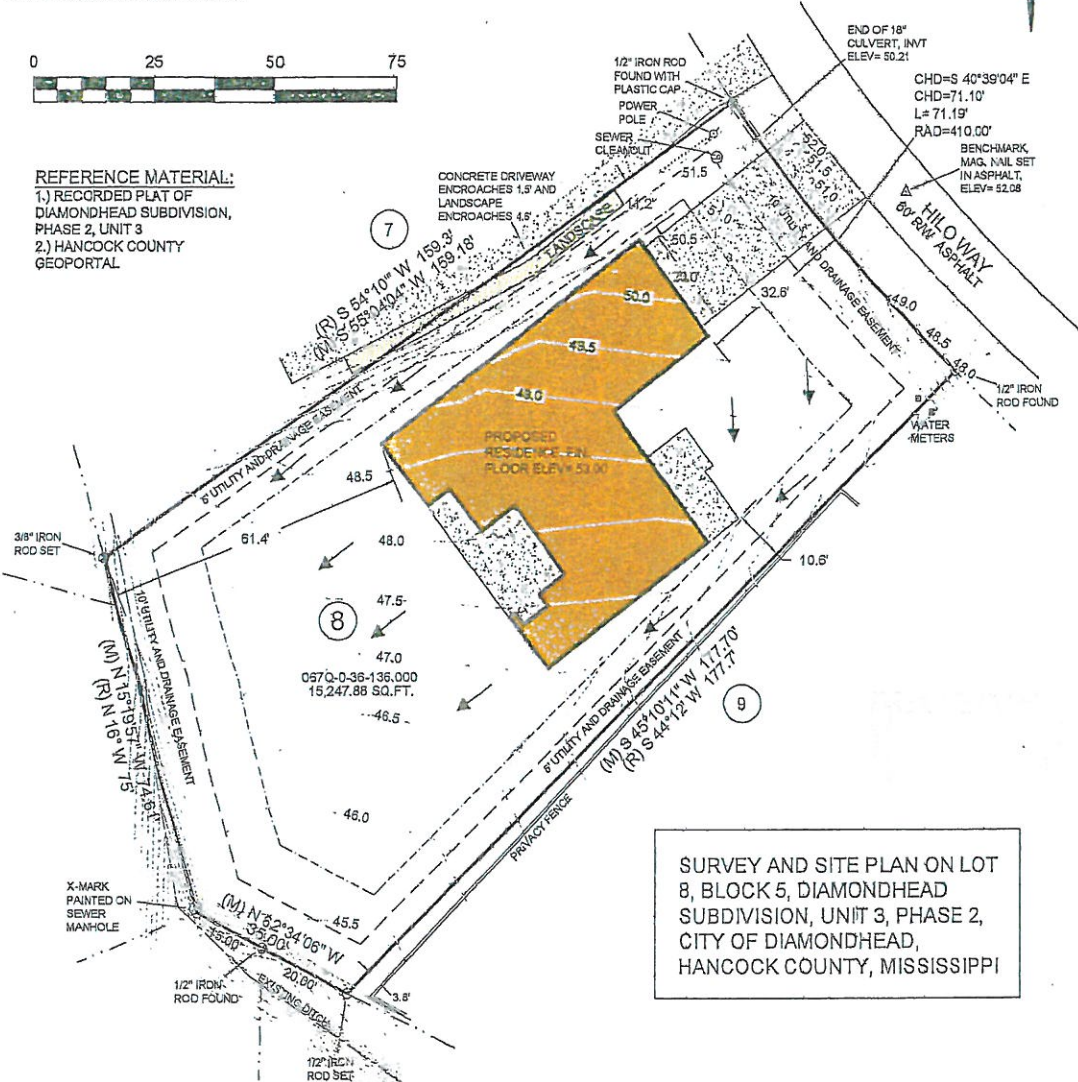
**LEGEND:**

- ⊗ -- IRON ROD FOUND
- ⊙ -- IRON PIPE FOUND
- -- IRON ROD SET
- ⊗ -- SPIKE FOUND
- ⊙ -- SPIKE SET
- ⊗ -- CONCRETE MONUMENT FOUND
- ⊙ -- CONCRETE MONUMENT SET
- ⊗ -- LIGHTARD KNOT FOUND
- (M) -- AS MEASURED
- (R) -- AS PER RECORD
- APP -- AS PER PLAT
- IRF -- IRON ROD FOUND
- IRS -- IRON ROD SET



**REFERENCE MATERIAL:**

- 1.) RECORDED PLAT OF DIAMONDHEAD SUBDIVISION, PHASE 2, UNIT 3
- 2.) HANCOCK COUNTY GEOPORTAL



SURVEY AND SITE PLAN ON LOT 8, BLOCK 5, DIAMONDHEAD SUBDIVISION, UNIT 3, PHASE 2, CITY OF DIAMONDHEAD, HANCOCK COUNTY, MISSISSIPPI

THIS IS TO CERTIFY THAT I HAVE MADE A SURVEY OF THE PROPERTY SHOWN HEREON AND THAT ALL DIMENSIONS AND OTHER DATA SHOWN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

CLIFFORD A. CROSBY, P.L.S.      DATE \_\_\_\_\_

THIS PROPERTY IS LOCATED IN F.I.R.M. ZONE "X" ACCORDING TO		MAP NUMBER 28045C0264D DATED OCT. 16, 2009	
SURVEY CLASS -- "B"	FOR: JOHN AND SHANNON GOMEZ	BEARINGS SHOWN HEREON ARE DERIVED BY: GPS OBSERVATION, STATE PLANE GRID, MS EAST	
SCALE: 1" = 25'	DATE OF FIELD WORK: 6/15/2018		
 <b>CROSBY SURVEYING</b> PROFESSIONAL LAND SURVEYING 716 LIVE OAK DRIVE BILOXI, MISSISSIPPI 39532 PHONE: 228-234-1649		PARTY CHIEF: CC	
		INSTRUMENT MAN: SB	
		RODMAN: CC	
		DRAWN BY: CAC	
		DRAWING NUMBER: 16154 GOMEZ	
REVISED:			



City of Diamondhead  
APPLICATION FOR BUILDING PERMIT

5860 Diamondhead Circle  
Diamondhead, MS 39525  
Ph: 228-222-4525 FX: 228-222-4390

Estimated Valuation: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Single Family Res. \_\_\_ Multi Family Res. \_\_\_ Small Commercial \_\_\_ Large Commercial \_\_\_ Industrial

Project (ex: Waffle House): \_\_\_\_\_  
Use address if you don't have a project name

Address: \_\_\_\_\_

Owner Information:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor Information:

Contractor: \_\_\_\_\_  
Contractor Business Name

License #: \_\_\_\_\_ State / City (circle one) Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Permit Information:

Type of Work: \_\_\_ New Const. \_\_\_ Addition \_\_\_ Remodeling \_\_\_ Demolition \_\_\_ Other

Description of Work: \_\_\_\_\_

Use of Building: \_\_\_\_\_

Square Feet: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Type of Construction: \_\_\_ Wood \_\_\_ Brick \_\_\_ Steel \_\_\_ Concrete \_\_\_ Stone

Historical District: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Parcel#: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ Conforming: \_\_\_ Yes \_\_\_ No

*I hereby make application for permit to perform the work as described herein and if permit is granted I agree to conform to all Regulations and ordinances of the City pertaining therein and in accordance with the plans submitted.*

Applicant's Signature: \_\_\_\_\_ Approved by: \_\_\_\_\_

Remarks: \_\_\_\_\_



Date: \_\_\_\_\_

Permit # \_\_\_\_\_

## Culvert & Catch Basin Permit Application

### MUST BE COMPLETED IN ITS ENTIRETY

Applicant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

Subdivision Name, Unit, Block, Lot #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Are you the owner of this lot?     Yes     No

#### Driveway Culvert ONLY- Not to exceed 30ft

Type of Installation (Check One Please)

Contractor \_\_\_\_\_

Self \_\_\_\_\_

\_\_\_\_\_ \*Driveway Culverts: \_\_\_\_\_ size \_\_\_\_\_ feet \_\_\_\_\_ quantity

\_\_\_\_\_ Catch Basin: \_\_\_\_\_ size \_\_\_\_\_ feet \_\_\_\_\_ quantity

#### \*15" diameter minimum for driveway/ditch, Larger may be required for existing connections

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Designee's Name

\_\_\_\_\_  
Designee's Signature

I hereby authorize designee to act on my behalf to obtain permit.

Inspector approval \_\_\_\_\_ Inspector disapproval \_\_\_\_\_

*Permit expires One (1) Year from Issue Date*

Agreement

The following regulations shall be applicable to all persons wishing to construct and/or install culverts within or upon any public drainage ditch located within the City of Diamondhead.

1. Prior to purchasing or obtaining culverts to be placed in or upon any public drainage ditch or canal, the property owner or his designee shall file the appropriate application along with a sketch, drawing or site plan and obtain a "Culvert Permit" from Public Works.
2. Upon receipt of the application for a Culvert Permit by the Building Department, the Public Works Director or his designee shall inspect and determine the size of the culvert and direction of fall.
3. All culverts and fill material must be purchased by the property owner receiving the required specifications from the City. The installation of all culverts shall be the sole responsibility of the property owner. The property owner also has option to either self-install or have a private contractor install the culvert.
4. Before covering the culvert, the property owner shall notify the City for an inspection. Should the installation not meet the specifications, the City shall:
  1. Require the owner to remove and reset culverts to specifications approved by the Public Works Director or his designee; or
  2. Remove the culverts from the ditch.
5. Before any placement of concrete, all forms including headwalls shall be in place. The property owner shall request a final inspection from the Building Department at 228-222-4626.
6. Catch basins shall be required for every fifty (50) feet of culverts. Where it is determined a deviation of this is in the best interest of the City drainage system, the Public Works Director may determine a deviation of this requirement.
7. Within ninety (90) days after the installation of the culverts, all catch basins shall be constructed, sealed and earthen backfill material must be in place in accordance with the specifications of the Public Works Director.
8. Upon completion of construction of catch basins, the property owner must notify the City for a final inspection. Should the catch basins not meet specifications, the City shall;
  1. Require the owner to rebuild the catch basins, within a time period approved by the Public Works Director; or
  2. Remove catch basins from the ditch.
9. Landscaping Culverts are Strictly Prohibited. The City of Diamondhead has an open ditch policy.

When it has been determined by the Public Works Director that the installation of any culverts would be detrimental to the drainage of an area, it shall be unlawful for him to issue a permit to the applicant. If it is determined that an engineering study is needed for proper drainage, it will be the responsibility of the applicant to hire an engineer to do the study and present the finding to the Public Works Director for review and final determination. Notice of rejection and reasons for that rejection will be provided to the applicant.

\_\_\_\_\_ I AGREE to these terms

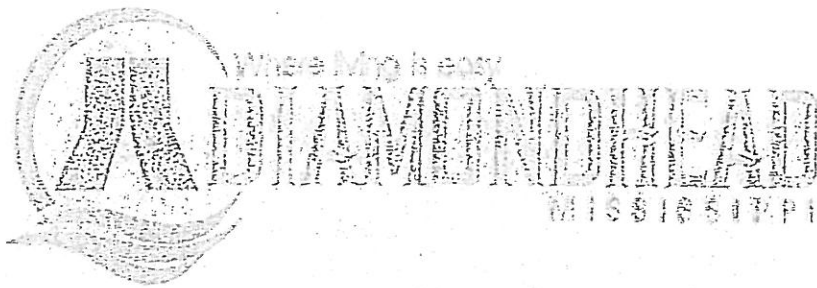
\_\_\_\_\_ I DO NOT AGREE to these terms

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



5000 Diamondhead Circle - Diamondhead, MS 39525-5260  
Phone: 228.222.4526 Fax: 228-222-4390  
www.diamondhead.ms.gov

## MINIMUM CULVERT SPECIFICATIONS

TYPE OF PIPE\*: Concrete or ADS

\*galvanized metal pipe is prohibited

DIAMETER OF PIPE\*: minimum diameter is 15"

\*Public Works will determine the minimum size required

LENGTH OF PIPE: up to 40' will be considered for driveway only

SLOPE: Public Works will determine direction of fall

LANDSCAPE CULVERTS: Strictly prohibited; only open ditches allowed

HEADWALLS: Are required at each end of culvert; headwalls shall encapsulate the entire pipe and shall extend at least 4" below the culvert.

JOINTS: A collar is required at each joint as well as geotextile wrap or elastomeric rubber. A silt tight joint is required. The geotextile wrap shall meet AASHTO M288 with an apparent Opening Size (AOS) greater than 70. Resistant to No. 200 sieve particles.

LOCATION OF CULVERT: Two (2) stakes will need to be placed where the proposed culvert will be installed when Public Works make the initial assessment.

INSPECTIONS: Before the covering of any culvert with any material, the Building Department shall conduct an inspection to determine compliance with what was approved by the Public Works Department. You may contact the Building Department at 228-222-4626.

SLOPE OF OPEN DITCHES AND DRIVEWAYS: The area between the edge of the asphalt and the ditch shall be sloped toward the ditch. Water surface run off from your property shall not flow into the street. A swale shall be constructed to prevent the water surface run off from entering the street. There shall be limited sheet flow (water) from the driveway into the street.

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Applicant (sign and print)

Date

PERMIT# \_\_\_\_\_



**CITY OF DIAMONDHEAD**

BUILDING DEPARTMENT 5000 DIAMONDHEAD CIRCLE (228) 222-4626

**TREE PRUNING/ REMOVAL PERMIT**

APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

ADDRESS (IF KNOWN): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

TAX PARCEL ID NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_ DFRIM MAP/PANEL NO: \_\_\_\_\_ PLOT AREA: \_\_\_\_\_ SQ. FT / ACRES (CIRCLE ONE)

TREE REMOVAL CONTRACTOR: \_\_\_\_\_ LAND SURVEYOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCOPE OF WORK TO BE: \_\_\_\_\_ PRUNED: \_\_\_\_\_ REMOVED: ATTACH TREE SURVEY (WHEN APPLICABLE)

SPECIES OF TREE	PRUNED: NUMBER	CALIPER	REMOVED: NUMBER	CALIPER
• LIVE OAK	_____	_____	_____	_____
• MAGNOLIA	_____	_____	_____	_____
• CYPRESS	_____	_____	_____	_____
• SYCAMORE	_____	_____	_____	_____
• CEDAR	_____	_____	_____	_____

DEFINE HARSHIP/JUSTIFICATION FOR TREE PRUNING OR REMOVAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

I UNDERSTAND AND CONFIRM; THAT THE ISSUANCE OF THIS PERMIT IS CONTINGENT UPON THE INFORMATION PROVIDED TO THE CITY OF DIAMONDHEAD BEING TRUE AND ACCURATE; THAT ALL PLANS AND SUPPORTING DATA HAVE BEEN PROVIDED. I AGREE TO COMPLY WITH THE TREE PROTECTION ORDINANCE AND ALL APPLICABLE REGULATIONS OF THE CITY OF DIAMONDHEAD. NO TRIMMING, PRUNING OR REMOVABLE IS TO BE COMMENCED OR CONDUCTED UNTIL SUCH TIME AS THIS PERMIT IS ISSUED BY THE AUTHORITY HAVING JURISDICTION. THIS PERMIT MAY BE REVOKED AT ANY TIME THAT THE OWNER OR HIS/HER AGENT FAILS TO COMPLY WITH THE ORDINANCES AND REGULATIONS OF THE CITY OF DIAMONDHEAD, MS. I ACKNOWLEDGE THAT I AM TOTALLY RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ALL LIMBS, TRUNKS, LEAVES AND ANY AND ALL DEBRIS GENERATED AS A RESULT OF THIS PERMIT.

APPLICANT SIGNATURE \_\_\_\_\_ DATED: \_\_\_\_\_

PRINT NAME ABOVE

SIGNATURE

DO NOT WRITE BELOW THIS LINE - COD USE ONLY

APPLICATION APPROVED: \_\_\_\_\_ DATED: \_\_\_\_\_

PRINT NAME ABOVE

SIGNATURE

FINAL INSPECTION: \_\_\_\_\_ DATED: \_\_\_\_\_

PRINT NAME ABOVE

SIGNATURE

**APPENDIX A: THE CITY OF DIAMONDHEAD  
LAND DEVELOPMENT PERMIT APPLICATION**

PERMIT# \_\_\_\_\_  
FEE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY: \_\_\_\_\_  
ADDRESS (IF KNOWN): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

TAX PARCEL ID NUMBER: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_ DFRIM MAP/PANEL NO: \_\_\_\_\_ PLOT AREA: \_\_\_\_\_ SQ. FT. / ACRES (CIRCLE ONE)

ENGINEER OF RECORD: \_\_\_\_\_ LAND SURVEYOR: \_\_\_\_\_

ATTACHED (WHEN APPLICABLE):  
SWPP: \_\_\_\_\_ SNOI: \_\_\_\_\_ NO RISE CERTIFICATE: \_\_\_\_\_ APPROVED TREE SURVEY, REMOVAL & MITIGATION PLAN: \_\_\_\_\_

SCOPE OF WORK PROPOSED: (ATTACH SUPPORTING DOCUMENTATION)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT MUST PROVIDE THE FOLLOWING, AT THE TIME OF THE APPLICATION:**

1. SITE PLAN - PROVIDE THE EXISTING AND PROPOSED ELEVATION OF ALL PROPERTY CORNERS, NATURAL DRAINAGE, APPROVED DRAINAGE PLAN AND ANY WOODED AREAS.
2. BUILDING FINISH FLOOR ELEVATIONS, BASED ON D.F.E. (WHEN APPLICABLE); INVERT ELEVATIONS OF ALL CULVERTS, DRAINAGE APPURTENANCES, CURB INLETS, CATCH BASINS, DITCH FLOW LINES OR NATURAL DRAINWAYS ALONG WHICH THE PROPERTY OWNER PROPOSES TO DISCHARGE STORM WATER.
3. A TOPOGRAPHIC MAP DELINEATING THE PROPERTY'S GRADES AND/OR SLOPE LINES LEADING AWAY FROM ANY BUILDINGS.
4. TRANSVERSE AND CROSS SECTIONS OF ANY EXISTING SWALES, DITCHES OR NATURAL DRAINWAYS.
5. IF PROPOSED IMPROVEMENTS TO STORM WATER RUNOFF IS BY OPEN DITCH OR STORM DRAINAGE SYSTEM, THE FOLLOWING WILL APPLY:
  - a. POST CONSTRUCTION RUNOFF SHALL NOT EXCEED PRECONSTRUCTION DISCHARGE RATE
  - b. A PROFESSIONAL CIVIL ENGINEER, LICENSED IN THE STATE OF MISSISSIPPI SHALL PROVIDE DETAILED CIVIL ENGINEERING DOCUMENTS AND CALCULATIONS, IN ACCORDANCE WITH THE CITY OF DIAMONDHEAD'S STORMWATER PREVENTION AND MAINTENANCE ORDINANCE, FOR CITY REVIEW AND COMMENT. THESE SHALL INCLUDE, BUT NOT BE LIMITED TO:
    - i. FINISH INVERTS AND ELEVATIONS AT ALL INLETS, OUTLETS, CHANGES IN SLOPE OR RETENTION / DETENTION R
    - ii. STORM DRAIN SYSTEMS INSTALLED WITHIN CITY RIGHTS-OF-WAY MUST CONSIST OF REINFORCED CONCRETE PIPE,
    - iii. CROSS SECTIONS AND TRANSVERSE DETAILS.
6. STORM WATER PREVENTION PLAN (SWPP) AND/OR STORMWATER NOTICE OF INTENT (SNOI) FROM THE MDEQ, AS APPLICABLE.
7. TREE SURVEY, REMOVAL AND MITIGATION PROPOSAL

**APPLICANT ACKNOWLEDGEMENT**

I UNDERSTAND AND CONFIRM THAT THE ISSUANCE OF THIS PERMIT IS CONTINGENT UPON THE INFORMATION PROVIDED TO THE CITY OF DIAMONDHEAD BEING TRUE AND ACCURATE; THAT ALL PLANS AND SUPPORTING DATA HAVE BEEN PROVIDED. I AGREE TO COMPLY WITH ALL REGULATIONS OF THE CITY OF DIAMONDHEAD AND THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY AND ANY OTHER AGENCY HAVING JURISDICTIONAL INTEREST IN THIS PERMIT. NO WORK IS TO BE COMMENCED OR GROUND DISTURBANCE CONDUCTED UNTIL SUCH TIME AS THIS PERMIT IS ISSUED BY THE AUTHORITY HAVING JURISDICTION. THIS PERMIT MAY BE REVOKED AT ANY TIME THAT THE OWNER OR HIS/HER AGENT FAILS TO COMPLY WITH THE ORDINANCES AND REGULATIONS OF THE CITY OF DIAMONDHEAD, MS.

APPLICANT SIGNATURE \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE

DO NOT WRITE BELOW THIS LINE - COD USE ONLY

APPLICATION APPROVED: \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE

FINAL INSPECTION: \_\_\_\_\_ DATED: \_\_\_\_\_  
PRINT NAME ABOVE SIGNATURE



Water Is Life

## Diamondhead Water & Sewer Service Form

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Address (if available): \_\_\_\_\_

Water Service: Yes or No

Water Service Size: \_\_\_\_\_

Sewer Service: Yes or No

Sewer Service Size: \_\_\_\_\_

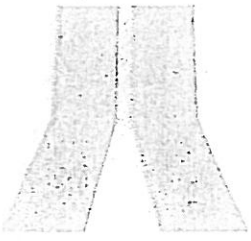
Sewer Service Elevation: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Official Signature



# City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

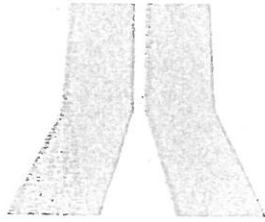
Phone: (228) 222-4626

FAX: (228) 222-4390

[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

## CONTRACTOR'S LICENSE CHECKLIST

- Complete Application for Contractor's License in its entirety.
- Submit copy of Business Privilege License if business is located in Diamondhead.
- Submit copy of Business Privilege License if business is located in another jurisdiction i.e. city or county in Mississippi.
- Submit copy of state license issued by State of Mississippi if applying for Contractor, Residential Contractor or Residential Remodelers.
- If not licensed with the State of MS, provide proof that contractor was tested by ICC or PSI and passed the examination for your field of competency; OR
- That the contractor furnishes evidence that a license issued on the basis of a competency examination administered in one municipality or county of the State of MS which has an examining board that regularly gives a written examination which has been approved by the STATE BOARD OF PUBLIC CONTRACTORS or the BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI as per state law.
- Provide copy of MS Sales Tax Use Number
- Provide Photo ID of the qualifying party.
- Submission of a Certificate of Insurance with PUBLIC LIABILITY INSURANCE with \$100,000 single occurrence and \$300,000 aggregate with completed operation coverage. The Certificate of Insurance shall identify the City of Diamondhead as the certificate holder using the following information: City of Diamondhead, Building Department, 5000 Diamondhead Circle, Diamondhead, MS 39525.
- Provide 3 letters of reference addressed to the Building Official of the City of Diamondhead. The letters may be from businesses you have performed work for or from homeowners. The letters must include the name, title or position, addresses and phone numbers of the persons who have personal knowledge of the applicant's character, experience, skills and abilities. Letters not written on business letterhead must be notarized. The letters are not required if the applicant holds a Certificate of Responsibility (COR) from the State Board of Public Contractors.
- Payment of appropriate contractor's licensing fee.
- OPTIONAL: Submission of a notarized letter from the qualifying party authorizing others to act on his/her behalf. This letter must specifically state such items as obtaining or renewing licenses, obtaining permits, authority to request inspections, etc.



CITY OF DIAMONDHEAD BUILDING DEPARTMENT

5300 Diamondhead Circle

Diamondhead, MS 39525

228-222-4626

Fax: 228-222-4390

[www.diamondhead.ms](http://www.diamondhead.ms)

APPLICATION FOR CONTRACTORS

Date: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_

Business Location \_\_\_\_\_  
street city state zip

Business Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_

Federal EIN \_\_\_\_\_

Copy of State License or proof of Examination by approved agency: \_\_\_\_\_

ABOUT THE OWNER

Owner/Applicant's Name: \_\_\_\_\_

Owner/Applicant's Address: \_\_\_\_\_  
(No P.O. Boxes)

Owner/Applicant's Telephone Number: \_\_\_\_\_

Owner/Applicant's Email Address: \_\_\_\_\_

Type of Business: ( ) Corporation ( ) Partnership ( ) Sole Proprietor ( ) LLC

If your Business is a Corporation or a Partnership, list names of each partner or officer:

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

If your Business is a Corporation, what is the Corporation Office Address?

\_\_\_\_\_

What sort of Business are you conducting? (Please explain in detail) \_\_\_\_\_

\_\_\_\_\_

Date Business began at this location: \_\_\_\_\_

Is this application for a new business? ( ) Yes ( ) No

Have you ever operated a business in another name? ( ) Yes ( ) No

If yes, list name of business and location:

\_\_\_\_\_

THE CITY OF DIAMONDHEAD RESERVES THE RIGHT TO HAVE AN INVESTIGATION DONE ON SAID INDIVIDUAL AND/OR BUSINESS TO VERIFY INFORMATION ON THIS APPLICATION.

### AFFIDAVIT

I do solemnly swear that the information given above is true and correct to the best of my knowledge. This information is subject to audit by the City of Diamondhead and any person who willfully makes any false statement on an application for a License shall be subject to revocation of License(s) issued.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

