



## COMMUNITY DEVELOPMENT

### Building Permit Information

#### **Frequently Requested Building Permit Information**

Permits require all work to comply with the City of Brandon's adopted building codes.

Permit procedures ensure that a project is in compliance with city zoning regulations, city engineering requirements, and that it meets the water and sewer department regulations.

If you are not sure when a permit is required, call the Building Department before starting your project. Failure to do so may result in a delay of your project as well as additional costs.

#### **Who can pull a permit?**

**Residential Projects** - State law requires any builder or superintendent to have a residential builder's license if the home is in excess of \$50,000.00. Any person engaging in a remodel job that exceeds \$10,000.00 must have a residential builder's license or a remodeler's license. The property owner can pull a permit, but beware, pulling the permit makes YOU the general contractor and, as such, responsible and personally liable for accidents on the job.

**Commercial Projects** - State law requires any person engaging in commercial construction or construction management exceeding \$50,000.00 (privately or publicly funded), must have a commercial builder's license or a Certificate of Responsibility from the Mississippi State Contractor's Board.

Residential builders may construct, improve, repair, remodel or renovate a commercial structure, without being required to obtain an additional license, provided the project does not exceed 7,500 square feet or two stories.

A copy of the Mississippi State Board of Contractors law can be obtained at the Community Development Department or by visiting the State Board of Contractors website at [www.msdoc.us](http://www.msdoc.us)

#### **Why do you need permits?**

- Safety
- Quality control
- Protection of property development rights

#### **A permitting system protects the following:**

- Homeowner
- Your neighbor
- Contractor
- The City of Brandon
- Property values



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#### **Permits require that work performed meets the City of Brandon's adopted codes**

2006 International Building Code (with insignificant amendments) and some appendices including:

- Appendix E - Supplemental accessibility requirements
- Appendix F - Rodent proofing

2006 International Residential Code (with insignificant amendments) and some appendices including:

- Appendix E - Manufactured housing used as dwellings
- Appendix F - Radon control methods
- Appendix G - Swimming pools
- Appendix J - Existing buildings and structures

2006 International Mechanical Code ( with insignificant amendments )

2006 International Plumbing Code ( with insignificant amendments )

2006 International Fuel Gas Code ( with insignificant amendments )

2006 International Fire code ( with significant amendments to increase the requirements for fire sprinkler systems in commercial buildings, based on square footage of buildings and occupancy type )

2008 National Electrical Code ( with no amendments )

2006 International Existing Building Code

**An electronic file of the adopted various international codes with full amendments can be downloaded from the City of Brandon website at [www.cityofbrandon.net](http://www.cityofbrandon.net)**

#### **When is a permit required?**

**Permits are required whenever an owner, agent, or contractor proposes the following to the occupancy of a structure:**

- Construct
- Enlarge
- Alter
- Repair
- Move
- Demolish
- Change



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#### **Other permits that may be required:**

Permits are also required when you are going to construct, enlarge, alter, repair, or move the following:

- air conditioning
- ventilation systems
- electrical systems
- plumbing and/or gas piping systems
- sprinkler and/or fire extinguishing systems
- elevators
- signs
- incinerators
- furnaces or boilers
- swimming pools (including residential and non-residential)
- portable storage structures - larger than 120 square feet

The required permits may include building, electrical, mechanical, or plumbing. Additionally, electrical, mechanical, and plumbing permits can only be issued to licensed contractors.

#### **In certain cases, other permits may also be needed:**

- Demolition Permit is required for razing any permanent structure. The owner or contractor is responsible for arranging utility cut-offs prior to obtaining the demolition permit. The water and sewer lines must be disconnected by a licensed master plumber and inspected prior to the start of a demolition. The owner is also responsible for having the structure tested for asbestos prior to obtaining a permit. If the structure contains asbestos the owner or contractor must remediate all the asbestos containing materials and provide evidence of such to the building department.

#### **How do I apply for a permit?**

Permits are issued in the name of the applicant. **For that reason, it is recommended that the contractor, rather than the property owner or lessee, apply for the permit.** This will insure that the contractor is held responsible for correcting any code violations. Commercial projects must be permitted by a Mississippi licensed contractor, registered to do business in the City of Brandon.

#### **Small Jobs:**

Small jobs, such as residential additions and remodels can be permitted by the contractor or the homeowner (owner-occupied structure).



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#### **When applying for a permit, the following is required:**

- Completed permit application;
- Plans, showing all plumbing, electrical, mechanical, and framing details. These can be prepared by the contractor or the homeowner;
- Site plan, showing the entire site and the entire structure;
- The plans must be prepared in sufficient detail for the plans examiners to determine if all code requirements are met.

#### **Large Jobs:**

#### **When applying for a permit, the following is required:**

- Completed permit application;
- Three complete sets of plans and specifications ( see plans and specifications checklist );
- Site plans should show the entire site and the entire structure;
- When food preparation or food service is involved plans must be accompanied by a written approval from the Rankin County Health Department. Please note: you must contact the health department to apply for approval of plans prior to submitting for a building permit.

**Please obtain a copy of our  
Minimum Plan Submittal Requirements  
for examples and useful information to help you prepare your plans**