COMMERCIAL CONSTRUCTION CHECKLIST

ATTENTION: all necessary parties shall complete the following checklist *before the permitting process will result in an approved building permit for construction with the City of Southaven.*

Project Name:_____

Address:_____**Bldg. # _____ Suite # _____**

Submitted by: Architect _____ Contractor _____ Owner _____ Other _____

Contact information for all submitting parties: _____

_____

Property Owner: _____ **Leasing party (if any)** _____

Contact information for both parties: _____

_____

New Construction __ Existing Structure: Finish Out __ Alteration __ Addition __Other __

Does this project change the Code applied Use or Occupancy for an existing property? __ Y __ N

Planning & Development Dept.

Attach proof of all approvals below

Site Plan or other Approval (if required) _____

Design Review Board Approval (if required) _____

Engineering Department

Attach proof of all approvals below

Civil set of plans submitted _____

Flood plain development permit issued _____

Storm water permit issued (1+ acres) _____

Building Department Plan Review Fee $ _____ **Date Paid** _____/_____/_____

Fire Department Plan Review Fee $ _____ **Date Paid** _____/_____/_____

Building Permit Fee $ _____ **Date Paid** _____/_____/_____

BUILDING PLAN RELEASED _____ **REVIEWED** _____/_____/_____
(comments)

_____

_____

FIRE DEPT. PLAN RELEASED _____ **REVIEWED** _____/_____/_____
(comments)

_____

_____

PERMIT # ISSUED _____ **DATE ISSUED** ____/____/____

SLAB ONLY ISSUED _____ **FULL PERMIT RELEASED** _____

Provide a detailed description of the intended use of this property to include all structures and the grounds as applicable:

_____
_____
_____

Provide a detailed description of any modifications or other additions associated with this property including (but not limited to) modifications or additions involving the Mechanical, Electrical, Plumbing or Structural systems:

_____
_____
_____

Check all that apply to this property:

__ Hazardous materials to be stored on site (regardless of quantity)
__ Repair or storage of any motor driven vehicle
__ Any spraying / painting / dipping operation involving flammable materials
__ Any welding or open flame operations
__ Storage of any fuel or other flammable liquids (regardless of quantity) whether above or below ground
__ Any cooking operation that produces grease-laden vapor
__ Any items, materials or scopes of work that require a permit as noted in the adopted Fire Code (verify and note below):

_____
_____
_____

The undersigned agrees that all of the information provided herein is true and accurate to the best of their knowledge. They further acknowledge the understanding that if any information is found to be inaccurate or otherwise false – it may result in the revoking of any and all permits, use and occupancy, certificates of occupancy or other official documents or declarations related to this property originally issued by the City of Southaven based on the information included in this submittal being accurate.

The undersigned further acknowledges that the Owner of this property shall be held accountable for the accuracy of the information provided herein and shall be subject to the consequences stated above (when deemed appropriate by the City of Southaven) as well as any other legal recourse the City of Southaven has available that it may wish to employ to address the resulting problems brought about by falsifying this document.

Signature: _____
Print name of signatory: _____

Verification of signatory's identification by staff: ____