

BUILDING CONTRACTORS INFORMATION MANUAL

**CITY OF BATESVILLE, MISSISSIPPI
CODE OFFICE**

**146 PUBLIC SQUARE
BATESVILLE, MS 38606**

**PHONE #662-563-6621
FAX #662-563-6693**

CODE STAFF

**CHIEF BUILDING OFFICIAL
PLANNING/ZONING**

ANDY BERRYHILL

CODE OFFICE SECRETARY

BRADIE BAILEY

BUILDING INSPECTOR

JOHN FORREST FRANKLIN

CODE ENFORCEMENT OFFICER

BARRY THOMPSON

Disclaimer

The residents or contractors using this information are responsible for complying with the applicable ICC Residential, Building, or Fire code and/or City Ordinances. The aforementioned documents will take precedence over all information presented within these pages. It is recommended that you determine the current building code adopted for use in the city limits of Batesville and use licensed and professional plan designers as well as contractors that are familiar with ICC code changes.

Accepted by Board of Aldermen on **May 17, 2016**.
(Revised February 2, 2021)

RESIDENTIAL BUILDING PERMITS

Required Materials Needed for Building Permit Application:

- A. One Full Set of Code Compliant Building Plans Showing:
 - 1. Elevations of Building
 - 2. Floor Plan
 - 3. Electrical Plan
 - 4. Foundation Details
 - 5. Framing Details
 - 6. Total Square Footage Under Roof
(First Floor, Second Floor, Future Expandable Areas, Storage, Garages, Carports, and Porches)

Note: Building Plan Shall Not Be Altered By Building Contractor

- B. Foundation Survey Showing:
 - 1. Water Tap Location (Shall not be under or in driveways or sidewalks)
 - 2. Sewer Tap Location (Shall not be under or in driveways or sidewalks)
 - 3. Lot Drainage And Grading Plan (Drainage away from building shall be a minimum of 6" of slope in first 10')
 - 4. Elevation Of Slab (Slab shall be 18" above centerline of street, if slab is below street, slab shall be 30" above finished grade at all points around slab, and if slab is above street, slab shall be 12" above finished grade at all points around slab)
- C. Copy of Builder's State Contractor License

Note: For Owner Building Their Own Home, an Affidavit "Not For Resale" Shall Be Filled Out and Put in Building Permit File

- D. Payment of All Fee's Due For Permit Application
- E. Payment of All Tap Fee's (Water, Gas, and Sewer)

Note: Per City of Batesville Codes, Any Contractor or His Sub-Contractors Who Begin Work Before They Have A Permit Issued Will Be Charged A Double Permit Fee.

Commercial / Industrial Building Permits

Required Materials Needed for Building Permit Application:

A. Three (3) Complete Sets of Stamped and Sealed Plans Showing:

1. Site Plan
2. Elevations (All Sides)
3. Parking Lot Design
4. Landscaping Design
5. Signage Plan
6. Erosion and Sediment Control Plan
7. Site Civil Engineering Plan
8. Foundation Plan
9. Electrical Plan (must include Exit & Emergency lighting plan)
10. Plumbing Plan
11. HVAC Plan (Heating/Air, Vent Hoods, Refrigeration)
12. Total Square Footage Under Any Roof (heated and unheated)
13. Floor Plan
14. Section/Wall View
15. Sprinkler Plan (if applicable)
16. Fire Suppression & Range Ventilation Plan (if applicable)

B. Copy of State of Mississippi Contractors License

C. Copy of MPC#

D. Health Department Approval (If Needed)

E. Site & Building Designs Standards Approval

F. Site Developers Signed Approval

G. Payment of Plan Review Fee

H. Payment of Building Permit Fee

I. Payment of Tap Fees (Water, Sewer, Sprinkler, & Gas)*

J. HVAC Permit

K. Plumbing Permit

L. Gas Permit

M. Electrical Permit

Note: Per City of Batesville Codes, Any Contractor or His Sub-Contractors Who Begin Work Before They Have Permit, Shall Be Charged A Double Permit Fee.

***See City of Batesville Utility Department for Tap Fee Information**

In addition to the above requirements, plans for buildings over 5,000 square feet must include the following:

Life Safety Plan

1. Design criteria shall comply with IFC 2012, IBC 2012, NFPA 1 and NFPA 101 2012 edition
2. Architectural and Engineering drawings shall have certification of compliance with the Building Code including raised seal, date, and signature. (Licenses, addresses, phone and fax numbers)
3. Separate Plans are required for Fire Sprinkler, Fire Alarm, and Fire Extinguishing Systems. Engineered plans (if required), shall be submitted for permitting.

Building Design Criteria should include:

1. Applicable fire codes and standards
2. Type of construction
3. Occupancy classification
4. Occupant load
5. Total square footage
6. Whether or not building is sprinkled
7. Minimum fire resistance of walls, partitions and opening protection
8. Minimum interior finish classification
9. Exit travel distances
10. Exit access, exit, and exit discharge shall comply with chapter 7 of NFPA 101
11. Exit illumination shall comply with chapter 7 of NFPA 101
12. Emergency lighting and exit signs shall comply with chapter 7 of NFPA 101
13. Each required exit has to be equipped with exit sign/emergency light combo fixtures
14. Exit corridors shall comply with chapter 7 & 8 of NFPA 101
15. Stairs, ramps, handrails, and guardrails shall comply with chapter 7 of NFPA 101
16. Doors, locks, latches, and alarm devices shall comply with chapter 7 of NFPA 101
17. Occupant load and classification shall comply with chapter 7 of NFPA 101
18. Accessible means of egress shall comply with chapter 7 of NFPA 101

Fire Protection Systems

- A. Design
 1. System designs shall meet building and structural design criteria
 2. Fire Alarm Systems shall comply with NFPA 1, NFPA 101, NFPA 70 and NFPA 72

3. Fire Alarm Systems permitted with a valuation of \$5,000.00 or more shall be stamped and sealed by Fire Protection Engineer with the required calculations being stamped/sealed as well.
4. Sprinkler Systems shall comply with NFPA 1, NFPA 101, NFPA 13, 13D, 13R, and NFPA 24
5. Sprinkler Systems permitted in which the scope of work includes 50 or more sprinkler heads shall be stamped and sealed by a Fire Protection Engineer with the required calculations being stamped/sealed as well.
6. Fire Suppression (Hood) Systems shall comply with NFPA 1, NFPA 101, NFPA 17 and NFPA 96

B. Submittal Requirements for Fire Sprinkler Plans:

Plans (4 sets) including materials data and calculations sent to the following address for review and approval:

Mississippi Rating Bureau
Attention: Gary Kettleman
Post Office Box 5231
Jackson, Mississippi 39296-5231

Note: Any questions regarding shipment of plans should be directed to the Mississippi Rating Bureau at 601-981-2915. This is a service they provide free of charge, other than return postage.

Commercial / Industrial Plans Review Contacts

Design Review

Bradie Bailey
Secretary of Planning Commission
662-563-6621

Civil Site Plan Review

Blake Mendrop
City Engineer
662-563-6621

Building Plan Review

Andy Berryhill
Chief Building Official
662-563-6621

John Forrest Franklin
Building Inspector
662-563-6621

Fire System Plan Review

Rip Copeland
Fire Inspector
662-563-6612

Public Works Review Water/Sewer/Gas/Street

David Karr
Public Works Director
662-563-4576

Bubba Alewine – Water/Sewer
Kevin Hodges – Gas
Shelton Hawkins – Street

Building Inspection Procedures

1. Inspections will be made each day (A.M or P.M.)
2. For A.M. inspection, call office before 10:00 A.M.
3. For P.M. inspection, call office before 2:00 P.M.

Inspections shall be called for only when ready.

All inspections must be called into office @662-563-6621

Do not call inspectors for special inspections outside normal inspection schedule as shown above.

For all inspections call: 662-563-6621

**Office Hours are Monday – Friday 7:00 A.M. to 4:00 P.M. except holidays.
Closed 12:00-1:00 for lunch**

Building Site Requirements

**Building plans shall be at all building sites at all times.
(No building plans – no inspection will be made)**

Lot #'s or address shall be posted on building site during construction. (No lot #'s or address – no inspection will be made)

Inspection slips are left on all building sites after inspection is made.

Care & cleanliness of building site shall be maintained during the entire phase of construction.

Erosion and sediment control of building site shall be maintained during the entire phase of construction.

All building supplies, dumpsters, portable toilets, and sod shall be placed on lots and are not to be placed in streets or right-of-way.

Inspection Types and Order of Inspections for Residential Buildings

The following is a list of inspections in the order in which they are to be made for the three (3) following types of foundations being constructed in the city:

Block & Fill Foundations

1. Foundation survey - shall be approved prior to footing being poured
2. Footing
3. Plumbing rough-in (DWV, water distribution lines, sewer, and water service lines should be installed at this time)
4. Post Hole
5. Slab
6. Framing – including electrical, gas, plumbing and HVAC top-outs, brick tie, and gas pressure test
7. Insulation – shall be made before sheetrock can be put in place
8. Final survey – required before final inspection
9. Final drainage grade inspection – required before sod is in place
10. Final inspection – all fee's due shall be paid

Note: The final inspection shall be approved by the building department with issuance of occupancy certificate prior to any occupancy of the building.

Monolithic Slab Foundations

1. Foundation survey – shall be approved prior to plumbing rough-in inspection
2. Plumbing rough-in (DWV, water distribution lines, sewer and water service lines should be installed at this time)
3. Slab
4. Framing– including electrical, gas, plumbing and HVAC top-outs, brick tie, and gas pressure test
5. Insulation – shall be made before sheetrock can be put in place
6. Final survey – required before final inspection
7. Final drainage grade inspection – required before sod is in place
8. Final inspection – all fee's due shall be paid

Note: The final inspection shall be approved by the building department with issuance of occupancy certificate prior to any occupancy of the building.

Conventional Foundations

1. Foundation survey – shall be approved prior to footing being poured
2. Footing
3. Floor joist – shall be done prior to floor decking is in place
4. Framing – including electrical, gas, plumbing and HVAC top-outs, brick-tie, and gas pressure test
5. Sewer and water service lines
6. Insulation – shall be made before sheetrock can be put in place
7. Final survey – required before final inspection
8. Final drainage grade inspection – required before sod is in place
9. Final inspection – all fee's due shall be paid

Note: The final inspection shall be approved by the building department with issuance of occupancy certificate prior to any occupancy of the building.

Framing Inspection Requirements

1. All sub-contractors doing work on the building to be inspected shall be finished with all their work – electrical, gas, plumbing, HVAC, security systems, and low voltage wiring
2. Site of house – inside & outside – to be inspected shall be cleaned of all surplus building materials, trash, and floors shall be swept clean (due to safety issues for inspectors, this item shall be done without exception)
3. Building to be inspected shall be completely roofed, all outside windows and doors shall be in place, all brick-ties shall be in place, brick ledge shall be clean of all dirt, mud, and trash, gas pressure test shall be on gas stub out, electrical, plumbing, HVAC, security systems, and low voltage wiring shall all be in place

Make sure the above listed items are all done before calling for your framing inspection

Inspection Fees

First inspection is included in building permit fee.

Second inspection or re-inspection due to failure and each succeeding inspection of same type will be charged \$100.00 fee prior to the re-inspection.

Requirements for Footing, Post Holes, and Slabs

Footings

1. 16" wide 12" deep (down to hard undisturbed soil) for frame building
2. 20" wide 12" deep (down to hard undisturbed soil) for brick building
3. 12" of concrete minimum in footing
4. Two (2) 5/8" (#5) or three (3) 1/2" (#4) steel bars continuous in footing

Post Holes

1. 4' on centers (down to hard undisturbed soil)
2. 6" in diameter

Slabs

1. 6"x6" welded wire
2. 6 mil. Poly vapor barrier
3. Termite treated
4. Perimeter slab insulation (optional)
5. Two (2) 5/8" (#5) or three (3) 1/2" (#4) steel bars continuous in footing

Note: Wooden form board stakes in footing shall not be allowed

Fill Material – Shall be in all slabs

Last 4" of all slabs shall have approved fill material as listed below:

1. 4" pea gravel
2. 4" wash rock
3. 4" coarse sand

If any contractor should choose to place footing, post holes, or slabs on fill dirt areas, an engineer's letter with recommendations of what shall be done to support the intended structure shall be required by the Code Enforcement Office before footings, post holes or slab can be put in place.

Note: The engineer's letter of approval is not your OK to pour the footings, post holes, or slabs. A City Building Inspector must inspect and give OK to pour.

Specifications for Sewer and Water Connections

1. No sewer tap or clean out shall be allowed under or in driveways or sidewalks
2. No water tap or meter shall be allowed under or in driveways or sidewalks
3. Sewer service line should be installed at same time of plumbing rough-in on all new construction
4. Water service line should be installed at same time of plumbing rough-in on all new construction

Note: Sewer mains, water mains, and gas mains shall not be tapped by any builder or general contractor or any of their sub-contractors without approval and inspection from the City Utility Department and Code Enforcement Department

Specifications for Sidewalks and Driveways

1. ****Sidewalks shall be constructed not less than 5' wide, 4" in depth and 4' from curb along both sides of all major, minor, and collector streets with curb and gutter
2. Sidewalks shall be installed at same time driveways are installed on all sides of lot
3. Sidewalks shall be installed prior to final inspection approval and right to occupy
4. Sidewalks shall be no more than 2" out-of-level across the 5' width of sidewalk
5. Sidewalk materials and compression test of concrete shall be performed and submitted to city Engineer's Department
6. Any variances in design of sidewalks shall be approved by the City Engineer's Department
7. The governing authority may waive the above requirements for sidewalks, provided that street right-of-way is left unobstructed and graded in such a manner that sidewalks may be constructed at a later date.

*****See Building & Site Design Standards in re: Sidewalks & see also the Subdivision Design Standards

Care of Building Site During Construction

1. Contractors shall be responsible for cleaning each day all loose paper and material subject to be scattered by wind and to prevent such material from scattering to all adjoining properties and so utilize the necessary means or mechanisms to contain said loose paper and material to the site for the purpose herein expressed. The premises shall be kept in a reasonably clean and un-littered manner. **Building permits and inspections may be withheld from contractors who fail to maintain premises free of loose paper and material after being warned by the Code Office.**
2. Contractors shall not allow waste materials, dirt, mud, sand, debris, or construction materials to be placed or washed into streets or right-of-ways. Surplus dirt or mud shall not be graded or pushed into streets or right-of-ways. **Building permits and inspections may be withheld for a period of up to six (6) months and/or the violator may be fined at a rate of \$500.00 for the first offense, \$750.00 for the second offense and \$1000.00 for the third offense and subsequent offense (each day that the violation remains is considered a new offense) if contractor does not immediately remove from streets or right-of-ways such materials washed or placed by them or their sub-contractors, or by trucks who are delivering construction materials to the site, after being warned by the Code Office.**
3. Contractors shall supply to all job sites portable toilet facilities within 300' of the job site and shall maintain portable toilets until the job has had final inspection or until toilet facilities within job site are usable and accessible. Portable toilet facilities may serve all the contractor's job sites within a 300' radius provided no more than 40 workmen are present on the job site at any one time. Additional portable toilets shall be required for each 40 workmen.

*******Erosion and Sediment Control for Building Sites**

Erosion and sediment control materials shall be put in place in such a manner as to provide the most effective control of erosion and sediment. The construction plans shall be accompanied by an erosion and sediment control plan, which shall be submitted to the Code Office for review and approval by the City Engineer.

The following technical principles shall be used:

1. The smallest practical area of land shall be exposed at any one time during development/construction.
2. When land is exposed during development/construction, the exposure shall be kept to the shortest practical period of time.
3. Temporary vegetation or mulching shall be used to protect critical areas exposed during development/construction.
4. Sediment basins (debris basins, de-silting basins, or silt traps) shall be installed and maintained to remove sediment from runoff waters of land undergoing development/construction.
5. Provisions shall be made to effectively accommodate the runoff caused by changed soil conditions during and after development/construction. This can be accomplished by placing of silt fences and hay bales along areas of property to prevent silt and erosion sediment from washing into streets, rights-of-ways, or onto adjoining property.
6. Permanent final vegetation and structures shall be installed as soon as practical on the development/construction site.
7. The development/construction plan shall be fitted to the topography and soils so as to create the least possible erosion.
8. Whenever feasible, natural vegetation shall be retained and protected.

Note: Violations of the erosion and sediment control specifications after being warned by the Code Office may result in the withholding of building inspections, stop work orders, withholding of building permits, and/or fines at a rate of \$500.00 for the first offense, \$750.00 for the second offense and \$1000.00 for the third offense and subsequent offense (each day that the violation remains is considered a new offense)

*****See Subdivision Design Standards in re: Erosion & Sediment Control

Important Notice

Care of area during construction, erosion and sediment control, and storm water runoff shall be maintained day by day through-out the entire development/construction process on all building sites

Failure by any builder or contractor to maintain these requirements may result in the below listed penalties:

1. Withholding building inspections
2. Stop work orders
3. Withholding building permits
4. Fines to contractors/builders who do not correct violations

Note: When a contractor/builder is notified of a violation, said violation, said violation shall be corrected immediately

*****Retaining Wall Specifications**

1. All retaining walls shall have construction plans prepared and sealed by a licensed structural engineer. Plans shall be submitted to the Code Enforcement Office for review and approval by the City Engineer before construction can begin on any retaining wall.
2. Retaining walls less than 3' tall may be constructed of treated timbers, split-faced concrete block, flat-faced concrete blocks, or poured-in-place concrete with a flat or decorative face.
3. Retaining walls more than 3' tall shall only be constructed of split-faced concrete blocks or pour-in place concrete with a decorative face.
4. Inspections of all retaining walls shall be done by the City Engineers' Office and approved as per their requirements.

*****See Design Standards in re: Retaining Walls**

Specifications for Gas Meter Location and Gas Pressure Test

Residential / Commercial / Industrial

Gas Meter Location

1. Stub out for meter shall be a minimum of 2.5' above finished grade, but not more than 3.5' above finished grade
2. Stub out for meter shall have proper size pipe per gas code
3. Stub out for meter shall extend a minimum of 6" from finished exterior wall
4. Stub out for meter shall be on the tap side of all buildings
(for tap locations, call gas superintendent)
5. Stub outs for more than one meter shall be in a straight and level line at a minimum of 14" center to center
6. Stub out for meter shall be a minimum of 5' from any other utility, HVAC unit or HVAC pad
7. Stub out for meter shall be at least 3' from any window or door
8. Stub out for meter shall not be directly under any window

Gas Pressure Test

Air pressure test gauge shall read 30 PSI (Not More and Not Less)

Gas Meter Located in Driveway and Parking Area Protective Posts Shall Be Required and Constructed as Listed Below:

1. Residential – 4" Concrete filled steel post with 10" diameter post holes
2. Commercial/Industrial – 8" Concrete filled steel post with 14" diameter post holes
3. All posts shall be in concrete minimum of 36" above grade and a minimum of 30" below grade

Note: Gas pressure test shall be inspected and approved by City Gas Inspector before any gas meter can be put in place