

The Town of Taylor, Mississippi

Process for New Building or Structure Approval

1. Preliminary Site Review

- A. At least fifteen (15) working days prior to the planned beginning date for construction or installation of any building or structure, the applicant must contact the Town Building Official (Official) and provide the following information needed for a preliminary site review:
 - I. The physical location and address of the planned structure;
 - II. A description of the type and dimensions of the planned structure;
 - III. Directions and access instructions to the site (a lot must have road frontage or a road or driveway easement allowing access to be allowed construction or installation of any type of structure);
 - IV. A scale drawing (or survey) of the lot;
 - V. Staked flags installed on the lot indicating the outer dimensions of the planned structure, setback lines, property lines, easements and rights of way.
- B. The Official will determine the zoning district and flood zone status of the location.
- C. The Official will contact the applicant to notify when the visit to the site for the purpose of checking lot setback conformance to town ordinance(s) will be.
- D. After completion of the setback check, the Official will provide the applicant with the Preliminary Site Report of the findings and any additional information or actions by the applicant that might be needed based on the site visit.
- E. If the location is within the Flood Zone the Official will inform the applicant of the permit requirements under the Flood Zone Development Ordinance of the Town of Taylor.
- F. If no permit(s) or variance(s) will be required, the applicant may proceed with the planned structure. The applicant should contact the Official when enough of the foundation is completed so the Official can re-check setback measurements to verify that the structure matches where the preliminary stakes were.
- G. If a variance to the Planning and Development Ordinance will be required, the Official will include an Application for Variance Request and explanation of fees along with the Preliminary Site Report. The applicant shall notify the Town Planning Office (Town) when the completed variance application, any required documents/information, and the required fee. A public variance hearing will be placed on the agenda for the next scheduled monthly Planning Commission Meeting, allowing at least two full weeks prior to the hearing to allow for required notice posting. The Town will notify the applicant of the date and time of the hearing. The applicant or their agent must attend the hearing and present their request to the Planning Commission. If the requested variance is granted, the Town will provide the applicant with an Application for Building Permit.

2. Building Permit

If a building permit will be required for the structure, the Official or Town will provide an Application for Building Permit and explanation of fees. The applicant shall submit the completed application to the Official along with the required documentation including Detailed Building Plans for the structure. No payment of fees is required at this time.

3. Review of Permit Application and Plans

When the Official receives a completed Application for Building Permit and the Detailed Building Plans, a review of the permit and the plans will be performed. The Official will notify the applicant of the total square footage of the building, the dollar amount of the required permit fee (based on square footage), and any additional requirements that might be needed.

Please note: An incomplete or erroneous application or lack of required information will delay the review.

4. Issuance of Building Permit

When all requirements are satisfied and the Town receives the permit fee, the Town will issue the Building Permit to the applicant within five (5) working days. Applicant will coordinate required code inspections with the Official. The initial "Foundation Inspection" shall include the Official's verification that the originally staked, required setbacks are adhered to.

January 24, 2017