

BUILDING CONTRACTORS INFORMATION MANUAL

**CITY OF OLIVE BRANCH MISSISSIPPI
BUILDING DEPARTMENT**

**9200 PIGEON ROOST ROAD
OLIVE BRANCH, MS. 38654**

**PHONE # 662-892-9333
FAX # 662-892-9346**

BUILDING DEPARTMENT STAFF

**BUILDING OFFICIAL
CHIEF BUILDING INSPECTOR
BUILDING INSPECTOR**

**BENNIE EPPS
DEWARD WINDERS
MICHAEL RIKARD**

OFFICE STAFF

**BUILDING CLERK
BUILDING CLERK**

**BARBARA YANCEY
JUNE SNEED**

CODE ENFORCEMENT

**ENFORCEMENT OFFICER
ENFORCEMENT OFFICER**

**ROBIN ROSS
BRANDON PENNINGER**

RESIDENTIAL BUILDING PERMITS

REQUIRED MATERIALS NEEDED FOR BUILDING PERMIT APPLICATION

A. TWO 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
4. ELEVATION OF SLAB (SLAB SHALL BE 18" ABOVE CENTERLINE OF STREET, IF SLAB IS BELOW STREET SLAB SHALL BE 30" ABOVE FINISHER 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 BUILDERS CONTRACTORS 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 OLIVE BRANCH CODES, ANY CONTRACTOR OR HIS SUB-CONTRACTORS WHO BEGIN WORK BEFORE THEY HAVE A PERMIT ISSUED, SHALL BE CHARGED A DOUBLE PERMIT FEE.

COMMERCIAL / INDUSTRIAL BUILDING PERMITS.

REQUIRED MATERIALS NEEDED FOR BUILDING PERMIT APPLICATION

A. FOUR (4) 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
10. PLUMBING PLAN
11. HVAC PLAN (HEATING/AIR, VENT HOODS, REFRIGERATION)
12. COMPLETE FIRE PROTECTION SYSTEM
13. TOTAL SQUARE FOOTAGE UNDER ANY ROOF

B. COPY OF STATE OF MISSISSIPPI CONTRACTORS LICENSE

C. COPY MPC#

D. HEALTH DEPARTMENT APPROVAL (IF NEEDED)

E. SITE DEVELOPERS SIGNED APPROVAL

F. PAYMENT OF PLAN REVIEW FEE

G. PAYMENT OF BUILDING PERMIT FEE

H. PAYMENT OF TAP FEE'S (WATER, SEWER, AND GAS)

I. HVAC PERMIT

J. PLUMBING PERMIT

K. ELECTRICAL PERMIT

**NOTE: PER CITY OF OLIVE BRANCH CODES, ANY CONTRACTOR OF HIS SUB-
CONTRACTORS WHO BEGIN WORK BEFORE THEY HAVE A PERMIT, SHALL BE CHARGED
A DOUBLE PERMIT FEE.**

COMMERCIAL / INDUSTRIAL PLANS REVIEW CONTACTS

DESIGN REVIEW

**B.J. PAGE
DIRECTOR OF PLANNING
662-892-9334**

CIVIL SITE PLAN REVIEW

**STEVE BIGELOW
CITY ENGINEER
662-892-9352**

BUILDING PLAN REVIEW

**BENNIE EPPS
BUILDING OFFICIAL
662-892-9333**

FIRE SYSTEM PLAN REVIEW

**GREG HEDRICK
FIRE INSPECTOR
901-679-8105**

BUILDING INSPECTION PROCEDURES

- A. INSPECTIONS WILL BE MADE EACH DAY (A.M. OR P.M.)**
- B. FOR A.M. INSPECTION CALL OFFICE BEFORE 9:00 A.M.**
- C. FOR P.M. INSPECTION CALL OFFICE BEFORE 1:00 P.M.**

INSPECTIONS SHALL BE CALLED FOR ONLY WHEN READY

ALL INSPECTION SHALL BE CALLED INTO OFFICE STAFF.

DO NOT CALL INSPECTORS FOR SPECIAL INSPECTIONS OUTSIDE NORMAL INSPECTION SCHEDULE , AS SHOWN ABOVE

**FOR ALL INSPECTIONS CALL 662-892-9333
OFFICE HOURS ARE MONDAY-FRIDAY 8:00 A.M. TO 5:00 P.M.**

CALL IN TIMES FOR INSPECTION AS LISTED ABOVE SHALL BE STRICTLY ADHERED TO BY ALL CONTRACTORS AND/OR SUB-CONTRACTORS

NO APPOINTMENTS ARE GIVEN FOR ANY INSPECTION

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 CARDS ARE LEFT ON ALL BUILDING SITES AFTER INSPECTION IS MADE.
DO NOT CALL OFFICE STAFF AND ASK THE STATUS OF AN INSPECTION.**

CARE AND 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) TYPES OF FOUNDATIONS BEING CONSTRUCTED IN THE CITY

BLOCK AND 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 (DWV, SEWER SERVICE, AND WATER SERVICE LINES SHOULD BE INSTALLED AT THIS TIME)
4. POST HOLE
5. SLAB
6. FRAMING / INCLUDING ELECTRICAL, 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 PRIOR TO ANY OCCUPANCY OF ANY BUILDING

MONOLITHIC SLAB FOUNDATION

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 (DWV, SEWER SERVICE, AND WATER SERVICE LINES SHOULD BE INSTALLED AT THIS TIME)
3. SLAB
4. FRAMING / INCLUDING ELECTRICAL, PLUMBING, AND HVAC TOP-OUTS. BRICK TIE, AND GAS PRESSURE TEST
5. INSULATION / SHALL BE MADE BEFORE SHEETEROCK 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 PRIOR TO ANY OCCUPANCY OF ANY BUILDING

CONVENTIONAL FOUNDATION

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, 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 INSECTION / ALL FEE'S DUE SHALL BE PAID

NOTE: THE FINAL INSPECTION SHALL BE APPROVED BY THE BUILDING DEPARTMENT PRIOR TO ANY OCCUPANCY OF ANY BUILDING

FRAMING INSPECTION REQUIREMENTS

1. ALL SUB-CONTRACTORS DOING WORK ON THE BUILDING TO BE INSPECTED SHALL BE FINISHED WITH ALL THEIR WORK / ELECTRICAL, PLUMBING, HVAC, SECURITY SYSTEMS, AND LOW VOLTAGE WIRING
2. SITE OF HOUSE –INSIDE AND OUTSIDE- TO BE INSPECTED SHALL BE CLEANED OF ALL SURPLUS BUILDING MATERIALS, TRASH, AND FLOORS SHALL BE SWEEP 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 SYSTEM, AND LOW VOLTAGE WIRING SHALL ALL BE IN PLACE

MAKE SURE THE ABOVE LISTED ITEMS ARE ALL DONE BEFORE CALLING FOR YOUR FRAMING INSPECTION

ADDITIONAL INSPECTIONS

BRICK TIE OPTIONAL	\$ 50.00
GAS PRESSURE TEST	\$ 50.00

RE-INSPECTION FEE'S

BRICK TIE	\$ 50.00
GAS PRESSURE	\$ 50.00
ALL OTHERS	\$ 50.00

ALL OTHER RE-INSPECTIONS AFTER 2ND RE-INSPECTION REFUSED SHALL BE \$50.00 PER RE-INSPECTION

REQUIREMENTS FOR FOOTING, POST HOLES, AND SLABS

FOOTINGS

1. 16" WIDE 12" DEEP (DOWN TO HARD UNDISTURBED SOIL) FOR FRAM 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" X 6" 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 ENGINEERS LETTER WITH RECOMMENDATIONS OF WHAT SHALL BE DONE TO SUPPORT THE INTENDED STRUCTURE SHALL BE REQUIRED BY THE BUILDING DEPARTMENT BEFORE FOOTINGS, POST HOLES, OF SLAB CAN BE PUT IN PLACE.

NOTE: THE ENGINEERS LETTER OF APPROVAL IS NOT YOUR OK TO POUR THE FOOTINGS, POST HOLES, OR SLABS. A CITY BUILDING INSPECTOR SHALL INSPECT AND GIVE OK TO POUR.

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 PUBLIC WORKS AT 662-893-5200)
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

1. 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 POST SHALL BE IN CONCRETE A MINIMUM OF 36" ABOVE GRADE AND A MINIMUM OF 30" BELOW GRADE

NOTE: GAS PRESSURE TEST SHALL BE INSPECTED AND APPROVED BY CITY BUILDING INSPECTOR BEFORE ANY GAS METER CAN BE PUT IN PLACE

SPECIFICATIONS FOR SEWER AN 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 ROUTH-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 ENGINEERS DEPARTMENT

SPECIFICATIONS FOR SIDEWALKS AND DRIVEWAYS

1. SIDEWALKS SHALL BE CONSTRUCTED NOT LESS THAN 5' WIDE , 4" IN DEPTH, AND 4' FROM CRUB ALONG BOTH SIDES OF ALL MAJOR, MINOR, AND COLLECTOR STREETS WITH CRUB 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 PREFORMED AND SUMITTED TO CITY ENGINEERS DEPARTMENT
6. ANY VARIANCES IN DESIGN OF SIDEWALKS SHALL BE APPROVED BY THE CITY ENGINEERS DEPARTMENT
7. THE GOVERNING AUTHORITY MAY WAVE 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
8. **ALL DRIVEWAYS SHALL BE CONSTRUCTED OF ASHALT OR CONCRETE AND BE PUT IN PLACE AT SAME TIME SIDEWALKS ARE PUT IN PLACE**

CARE OF BUILDING SITE DURING CONSTRUCTION

1. CONTRACTORS SHALL BE RESPONSIBLE FOR CLEANING ALL LOOSE PAPER AND MATERIAL SUBJECT TO BE SCATTERED BY WIND EACH DAY 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 CLEAR OF UNLITTERED 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 BUILDING DEPARTMENT.**
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. IF CONTRACTOR DOES NOT IMMEDIATELY REMOVE FROM STREETS OR RIGHT-OF-WAYS SUCH MATERIALS WASHED OR PLACED BY THEMSELVES OR THEIR SUB-CONTRACTORS, OR BY TRUCKS WHO ARE DELIVERING CONSTRUCTION MATERIALS TO THE SITE, AFTER BEING WARNED BY BUILDING DEPARTMENT, **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 PER DAY FOR EACH DAY VIOLATION REMAINS.**
3. CONTRACTORS SHALL SUPPLY TO ALL JOB SITES PORTABLE TOILET FACILITIES WITHIN 300' OF THE JOB SITE AND SHALL MAINTAIN PORTABLE TOILET UNTIL JOB HAS BEEN FINISHED OR UNTIL TOILET FACILITIES WITHIN JOB SITE ARE USABLE AND ACCESSIBLE. PORTABLE TOILET FACILITIES MAY SERVE ALL THE CONTRACTORS JOB SITES WITHIN A 300' RADIUS PROVIDED NO MORE THAN 40 WORKMAN ARE PRESENT ON JOB SITE AT ANY ONE TIME. ADDITIONAL PORTABLE TOILETS SHALL BE REQUIRED FOR EACH 40 WORKMAN

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 CITY ENGINEERS DEPARTMENT FOR REVIEW AND APPROVAL.

THE FOLLOWING TECHNICAL PRINCIPLES SHALL BE USED:

1. THE SMALLEST PRACTICAL AREA OF LAND SHALL BE EXPOSED AT ANY ONE TIME DURING DEVELOPMNET / 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, RIGHT-OF-WAYS, OR ONTO ADJOINING PROPERTY
6. PERMANENT FINAL VEGETATION AND STRUCTURES SHALL BE INSTALLED AS SOON AS PRACTIAL IN THE DEVELOPMENT SITE / CONSTUCTION 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 BUILDING DEPARTMENT MAY RESULT IN WITHHOLDING BUILDING INSPECTIONS, STOP WORK ORDERS, WITHHOLDING BUILDING PERMITS, AND FINES AT A RATE OF \$500.00 PER DAY FOR EACH DAY A VIOLATION REMAINS.

**STORMWATER MANAGEMNET ORDINANCE
(CONTACT CITY ENGINEER DEPARTMENT OF DETAILS OF THIS ORDINANCE)**

IMPORTANT NOTICE

CARE OF AREA DURING CONSTRUCTION. EROSION AND SEDIMENT CONTROL, AND STORMWATER RUNOFF SHALL BE MAINTAINED DAY BY DAY THROUGH-OUT THE ENTIRE BUILDING 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 SHALL BE CORRECTED IMMEDIATELY

RETAINING WALL SPECIFICATIONS

1. ALL RETAINING WALLS SHALL HAVE CONSTRUCTION PLANS PREPARED AND SEALED BY A LICENSED REGISTERED CIVIL ENGINEER. PLANS SHALL BE SUBMITTED TO CITY ENGINEERS DEPARTMENT AND APPROVED BEFORE CONSTRUCTION IS TO 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 Poured-IN-PLACE CONCRETE WITH A DECORATIVE FACE
4. INSPECTIONS OF ALL RETAINING WALLS SHALL BE DONE BY THE CITY ENGINEERS DEPARTMENT AND APPROVED AS PER THEIR REQUIREMENTS

