



Planning & Development  
**Building Occupancy Checklist**

Name of Proposed Business \_\_\_\_\_

Description of Proposed Business \_\_\_\_\_

Address of Proposed Business \_\_\_\_\_ Phone \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Business Owner Address \_\_\_\_\_

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Signature \_\_\_\_\_

New Building

Existing Building

Portion of Existing Building

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**OFFICE USE ONLY**

**Step 1: The Planning and Development Department**

What is the zoning of this property? \_\_\_\_\_ Is this specific type of business allowed in the location shown? \_\_\_\_\_

Any additional approval(s) required? Please circle: conditional use, site plan, rezoning, variance, or subdivision.

Comments \_\_\_\_\_

Note: A Building Permit is required for any changes to the building and must be applied for and issued **prior to commencement of work**. Necessary permits should be applied for after the initial inspections (Steps 2 & 3 below). **A final inspection must be completed prior to issuance of Business License and Certificate of Occupancy, regardless of permits required.**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Planning Director Initials

**\$100 fee is due prior to inspections**

**Step 2: Building Inspector**

(Add comment sheet as needed/required)

Process Completed \_\_\_\_\_ Date \_\_\_\_\_  
Building Inspector Initials

**Step 3: Fire Inspector**

(Add comment sheet as needed/required)

Process Completed \_\_\_\_\_ Date \_\_\_\_\_  
Fire Inspector Initials

**Step 4: Business License**

Business License approved by \_\_\_\_\_ Date \_\_\_\_\_  
Name of Issuer

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Permit Fee \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_ Receipt # \_\_\_\_\_

**\*Permit fees are non-refundable**

Munis ID # \_\_\_\_\_



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**Contact Information**

<b>Bob Barber</b> Interim Planning Director	662-393-6705	
<b>Charles McCracken</b> Building Inspector	662-393-6705	<a href="mailto:cmcracken@hornlake.org">cmcracken@hornlake.org</a>
<b>Brad Woods</b> Fire Inspector	662-781-1157	<a href="mailto:fireinspector@hornlake.org">fireinspector@hornlake.org</a>
<b>Tammy Woods</b> Planning & Building Office Manager	662-393-6705	<a href="mailto:twoods@hornlake.org">twoods@hornlake.org</a>
<b>Vince Malavasi</b> Consulting City Engineer	662-890-6404	<a href="mailto:vince.malavasi@neel-schaffer.com">vince.malavasi@neel-schaffer.com</a>
<b>Drew Coleman</b> Parks & Recreation Director Tree Board Advisor	662-342-3468	<a href="mailto:dcoleman@hornlake.org">dcoleman@hornlake.org</a>
<b>Vince Malavasi</b> EMA Director Storm Water Coordinator	662-781-1157	<a href="mailto:vince.malavasi@neel-shaffer.com">vince.malavasi@neel-shaffer.com</a>
<b>Gary McElhannon</b> Floodplain Coordinator	662-342-4505	<a href="mailto:gmcelhannon@hornlake.org">gmcelhannon@hornlake.org</a>
<b>Utilities</b>	662-393-0249	
<b>City Hall</b>	662-393-6178	<a href="http://www.hornlake.org">www.hornlake.org</a>
<b>Chamber of Commerce</b>	662-393-9897	<a href="http://www.hornlakechamber.com">www.hornlakechamber.com</a>
<b>Desoto County Economic Development</b>	662-429-4414	<a href="mailto:jflanagan@desotocounty.com">jflanagan@desotocounty.com</a>

**Important Dates**

<b>Filing Deadline</b>	First working day of the month	
<b>Planning Commission</b>	Last Monday of the month, 6:00 p.m. (except for holidays)	<b>**All meetings are held at City Hall located at 3101 Goodman Road West.</b>
<b>Board of Alderman</b>	Planning items present third Tuesday of the month, 6:00 p.m.	
<b>Appeals</b>	Appeals from recommendations of Planning Commission (PC) shall be submitted within (10) days of PC meeting. Appeals from administrative decisions must be submitted within (10) days of decision by administrative personnel.	

<b>Review Process</b>		<b>Applicable Codes</b>	
<b>Conditional Use</b>	Staff Review Planning Commission Board of Aldermen	2018 International Building, Plumbing, Mechanical 2017 Electrical Code 2018 International Fire Code	
<b>Rezoning</b>	Staff Review Planning Commission Board of Aldermen	<b>For more information or questions, contact: Office of Planning and Development 3101 Goodman Road West Phone: 662-393-6705 Fax: 662-342-3485 <a href="mailto:plandept@hornlake.org">plandept@hornlake.org</a></b>	
<b>Site Plan</b>	Staff Review Planning Commission		
<b>Subdivision</b>	Staff Review Planning Commission Board of Aldermen		
<b>Variance</b>	Staff Review Planning Commission Board of Aldermen		