

Planning



Department

COMMERCIAL BUILDING PERMIT APPLICATION

Please submit plans with this application. All new construction and exterior building additions require a site plan drawing. Interior building projects only require interior plans. This permit application must be approved before building can begin. After the project is finished, the applicant must request an inspection to ensure it was properly built as permitted.

Address of Building Project: _____

Subdivision Name: _____ Lot Number: _____

Parcel Number: _____ Is any part of this parcel in Flood Zone AE? _____

Brief Description of Project: _____

Will any part of this proposed project be within Flood Zone AE? _____ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

Estimated Cost in Dollars of Proposed Project: \$ _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Please follow the directions below to calculate the commercial building permit application fee.

List the square footage of the project area: _____ This square footage will be multiplied by one of the formulas below, which will be applied based on project type.

Indicate which one of the following categories best describes this project:

- ___ Completely New Commercial Structure ----- \$60 per square foot
- ___ Additional Square Footage Under Roof ----- \$60 per square foot
- ___ Exterior Renovation ----- \$40 per square foot
- ___ Interior Renovation ----- \$40 per square foot
- ___ Roof Replacement ----- \$40 per square foot

(_____ sqft) x (\$40 or \$60 per sqft) = Project Valuation = _____

Convert the project valuation into the application fee by choosing the correct formula below:

PROJECT VALUATION	APPLICATION FEE
\$0 - \$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof.
\$50,000.01 - \$100,000	\$250 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof.
\$100,000.01 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof.
\$500,000.01 - \$1,000,000	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
\$1,000,000.01 - \$5,000,000	\$2,660 for the first \$1,000,000 plus \$1.50 for each additional thousand or fraction thereof.
\$5,000,000.01 +	\$8,660 for the first \$5,000,000 plus \$1 for each additional thousand or fraction thereof.

Application Fee: \$ _____

In addition to every commercial building permit application fee, 50% of that value will be added to that fee to compensate for the review of the required plans, drawings, and documents.

Commercial Plans Review Fee = 50% of the Application Fee = \$ _____

Total of (Application Fee + Commercial Plans Review Fee): \$ _____

Name of Contractor Company: _____

Address of Contractor Company: _____

Phone Number of Contractor Company: _____

Email of Contractor Company: _____

City of Horn Lake Contractor License Number: _____

Contractor Signature: _____

Printed Name of Contractor: _____

FOR OFFICE USE ONLY

Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____

Permit Number: _____