

## **Steps to Obtain a Building Permit for Commercial Construction and or Commercial Property Development within the Town of Byhalia**

Ordinances and Regulations for the Town of Byhalia require certain steps to be performed before a building permit can be issued.

**No construction work, clearing of the site or earthmoving activities shall occur on the site until after the Town Building Official has issued a building permit.**

A design review is required for **all non-residential development projects** including new construction, additions, changes in exterior appearance, exterior alteration, or change in use (for either land, buildings, or buildings and land in combination) of/to any commercial or industrial property.

**Building codes adopted by the Authority Having Jurisdiction:** 2018 International Building Code, 2018 International Fire Code, 2018 International Mechanical Code, 2018 International Plumbing Code, 2018 International Fuel Gas Code, 2014 National Electrical Code

### **Zoning/Planning Commission involvement:**

1. First contact the Zoning Official to determine the zoning use that the property is located within.
2. Once the zoning use has been classified to have the correct classification by the Zoning Official a Plan / Design review process will need to take place.
3. Plain / Design Review application will be required to be submitted in full to the Byhalia Town Hall, along with the Plan / Design Review Fee. The Plan / Design Review fee is calculated as half (1/2) the cost of a permitted building permit fee as figured from the validation cost consisting of the total development cost of said project. Then a date can be set for the Planning Commission to review requested documentation and approve or disapprove the building and or property design.
4. If the new construction, or building alteration is found to be within the Historic section of the Town of Byhalia by the Zoning or Building Official the first step will be as follows. That person or persons wishing to develop property within the historic district will have to set up a meeting with the Town's appointed Historic Commission to go over all changes wishing to be made (Contact the Byhalia Area Chamber of Commerce to set up this meeting). Once this meeting has been completed a Plain / Design review will then have to be completed first by the Historic Commission approving or disapproving the proposal. If disapproved, you will be contacted, and all information supplied can be retrieved along with a letter stating the reason of denial. If approved, you will be contacted, and all required documentation will be sent to the Planning Commission for a Plain / Design review process to begin.
5. If the property is not zoned for a specific use intended and the party wishes to fill out a **Conditional Use** application and submit it in full along with the required payment to the Byhalia Town Hall. The Planning Commission will then schedule a public hearing and meeting and this action may take 1 to 2 months depending on scheduled work time.
6. If the building official determines that this project will require subdivision of the property, the applicant must obtain a **Subdivision Application** and submit it in full along with the required payment to the Byhalia Town Hall. The Planning Commission will then schedule a public hearing and meeting and this action may take 1 to 2 months depending on scheduled work time.

7. Once the Planning Commission has approved or disapproved Design Review application, the matter will then be turned over to the Mayor and Board of Aldermen (Authority Having Jurisdiction) at the next scheduled meeting date. The Mayor and Board of Aldermen (AHJ) will have the deciding power to approve or disapprove or amend the Planning Commission decision.
8. If approved by the AHJ the Building Official will need submitted to him two complete sets of plans (24' x 32" or larger). One set will stay with the Building, Code, Fire Department, and the second set will be stamped and given back to the contractor to keep on the job site. Also, a letter from the Architect or Engineer must accompany the plans certifying they meet the adopted 2018 International Building Code, 2018 International Fire Code, 2018 International Mechanical Code, 2018 International Plumbing Code, 2018 International Fuel Gas Code, 2014 National Electrical Code.
9. After all plans have been reviewed by the Building Official, he or she can assign a building permit to said project to the licensed General Contractor.
10. Once the General Contractor has received the building permit, the trade contractors will be allowed to pull their permits.
11. Trade permits like Electrical, Mechanical, and Plumbing must make their own applications and pay their own fees, plus the job must be performed by a licensed contractor of that trade.