



Building a checklist

Builders in Biloxi can stop at one convenient location for their building needs and get expert guidance from friendly, knowledgeable staff. That place is the Biloxi Community Development Department, located at 676 Dr. Martin Luther King Jr. Blvd. Stop by the department weekdays or call 228-435-6280 from 7:30 a.m. to 4:30 p.m. to make sure all requirements are followed and nothing is missed.

To make sure you are on track with your future development, here is a step-by-step checklist. Note: Each project may have small differences depending on the circumstances, before making a huge purchase always call the Planning office at 228-435-6266.

Residential Building

- 1) Review the city maps to check for the zoning, including flood zones, historic districts, and easements, biloxi.ms.us/maps.
- 2) Visit online at biloxi.ms.us/resources/code-of-ordinances/, click Land Development Ordinance, and review Article 23-4 to determine if the proposed use is allowed within the current zoning district.
- 3) If the property does not fall under a zoning standard, a zoning change may need to be requested through the Planning Commission and City Council, or if a variance is needed, it will need to be requested through the Board of Zoning Adjustments (BZA), and both must be approved before submitting construction plans. (Per Land Development Ordinance Article 23-3, biloxi.ms.us/resources/code-of-ordinances/). Once approved, continue with steps three through seven.
- 4) If the property is historic, in a historic district, or in the context area of a landmark property, it needs to be first approved by the Architectural & Historical Review Committee (AHRC). Contact Biloxi Community Development at 228-435-6280 for AHRC procedures.
- 5) If the property falls under the correct zoning, submit two full sets of 24'X36' construction drawings to the Planning Division in the Community Development, with a separate site plan showing all proposed structures, setbacks, and driveway on the lot, and a survey if available.
 - a. Check with the building department at 228-435-6270, for all current building codes. Details at ICCsafe.org.
 - b. Construction drawings need to include the following: floor plan with dimensions, foundation plan and details, elevation drawings, wall section, electrical, plumbing, and HVAC plans.
- 6) The Planning Division reviews and signs off on the permit.
- 7) The Building Division reviews and signs off on the permit.
- 8) Notification will be given of approval. Pick up the permit from the Biloxi Community Development Department and begin construction.

Notes:

- Site control documentation is required for all permits.
- A homeowner can pull their own permit to build or repair their own home, but all subcontractors need to be licensed by the state.
- Depending on the flood zone, more documentation may be needed.
- Short-Term Rentals are not allowed in Single-Family zoned properties.

Commercial Building (Including New Subdivisions)

- 1) Look at the city maps to check for the zoning, including flood zones, historic districts, and easements, biloxi.ms.us/maps.
- 2) Visit online at biloxi.ms.us/resources/code-of-ordinances/, click Land Development Ordinance, and review Article 23-4 to determine if the proposed use is allowed within the current zoning district.
- 3) The project goes to the Development Review Committee (DRC). This process may include multiple sessions. (Agenda posted online, biloxi.ms.us/departments/community-development)
- 4) If Planning Commission, City Council, or AHRC approvals are needed, the project will get their approvals next.
- 5) After DRC has released the project, it goes to the Planning Division for review (Two full sets of 24'X36' construction drawings and a site plan are required).
- 6) Next, the request goes to the Building Division and Biloxi Fire Department for building plan review.
- 7) After review and approval, the permit can be picked up from Biloxi Community Development by a licensed contractor, and construction can begin.

Notes:

- Every project is different! You will have more direction after each DRC meeting
- If projects are within the context area of a Historic Landmark or in a Historic District, AHRC approval is required
- If projects do not meet all of the development standards within the LDO, Planning Commission approval is required
- Development Standards may be found online at biloxi.ms.us/resources/code-of-ordinances/, click Land Development Ordinance, Article 23-6

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