



101 West Church Street – P.O. Box 907  
Greenwood, MS 38935-0907  
(662) 455-7613/7614 or Fax (662) 451-5604

## Building Permit Application:

*Note: Permits are issued from 8:30-11:30 and 1:00-3:30.  
Fines for not having a valid permit will be doubled.*

1. Name of Project \_\_\_\_\_
2. Description of Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach another sheet if necessary.

3. Property Address  
Street \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Property Owner \_\_\_\_\_
5. Owner's Mailing Address  
Street \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
6. Owner's Phone \_\_\_\_\_
7. Construction Cost: See Valuation Fee \_\_\_\_\_
8. General/Builder/Remodeler Contractor: Liability Insurance Required.  
\_\_\_\_\_
9. \*Electrical Contractor

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10. \*Gas/Plumbing Contractor

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11. \*Mechanical (HVAC) Contractor

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\*All Contractors are to be licensed and bonded with the City of Greenwood; out-of-state contractors require a Certificate of Responsibility and/or letter from the building official in that area and a bond. All bonds are to be made to the City of Greenwood in the amount of \$3,000.00. This information must be submitted to the inspection office before the fee can be paid and the permit can be issued.

12. Fire Sprinkler Contractor, if applicable

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13. State Contractor's number for Mississippi \_\_\_\_\_

14. MMPC Number (application from the Mississippi State Tax Commission)

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15. Please attach three sets of plans/drawings and one set of specs.

***Prior to the beginning of a project, the responsible party, contractor, and/or owner must contact our department for the issuance of the building permit.***