



## THE CITY OF STARKVILLE

Community Development

662-323-2525 EXT 3130

CITY HALL, 110 W. MAIN STREET

STARKVILLE, MISSISSIPPI 39759

[buildingdept@cityofstarkville.org](mailto:buildingdept@cityofstarkville.org)

Building Permit Process for a building permit for properties located within the floodplain.

For Each stage, a new Elevation Certificate will need to be filled out

- A blank copy of an Elevation Certificate is attached for reference

### Step 1: Initial Building Permit

- Submit 2 copies of Building Plans, Erosion Control Permit/Erosion Control Plan and Flood Plain Development Permit
- Submit an Elevation Certificate with the following:
  - Check mark in the “Construction Drawings” in Section C1.
  - Signed/ Sealed by licensed professional
  - Approval from Building Department and Floodplain Administrator required to move Step 2.

### Step 2: Framing Permit

- After the slab/conventional foundation is completed but prior to any other work commencing:
- Submit an Elevation Certificate with following:
  - Check Mark in the “Building under Construction” box in Section C1.
  - Pictures of Slab or Conventional foundation included on page 5.
  - Slab/Plumbing Inspection to be completed by building department and work completed.
  - Approval from Building Department and Floodplain Administrator

### Step 3: Final Certificate of Occupancy

- After all work is completed contact the building department for a final inspection and provide:
- Elevation Certificate must include the following
  - Check Mark in the “Finished Construction” Box in Section C1.
  - Fully completed Elevation Certificate including Pictures of Completed Project on pages 5 and 6
  - A Final inspection must be completed by building inspectors
  - Approval from Building Department and Floodplain Administrator required to grant the final C/O

**City of Starkville  
Community Development  
Floodplain Acknowledgement**

Applicant: \_\_\_\_\_

Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

You are kindly asked to check the statements below and acknowledge the receipt of the Floodplain document for \_\_\_\_\_ (Project).

I/We acknowledge that I/We were provided a copy of the Floodplain Building Permit Process for the \_\_\_\_\_ (Project)

I/We acknowledge that failure to comply with the measures set forth in the Floodplain document will generate a fine at cost to \_\_\_\_\_ (Applicant).

\_\_\_\_\_  
Signature (Owner/Representative/Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received

\_\_\_\_\_  
Date