



Planning & Development
Building Occupancy Checklist

Name of Proposed Business _____

Description of Proposed Business _____

Address of Proposed Business _____ Phone _____

Business Owner Name _____

Business Owner Address _____

Date _____ Applicant's Signature _____

Property Owner Name _____ Signature _____

New Building

Existing Building

Portion of Existing Building

OFFICE USE ONLY

Step 1: The Planning and Development Department

What is the zoning of this property? _____ Is this specific type of business allowed in the location shown? _____

Any additional approval(s) required? Please circle: conditional use, site plan, rezoning, variance, or subdivision.

Comments _____

Note: A Building Permit is required for any changes to the building and must be applied for and issued **prior to commencement of work**. Necessary permits should be applied for after the initial inspections (Steps 2 & 3 below). **A final inspection must be completed prior to issuance of Business License and Certificate of Occupancy, regardless of permits required.**

Reviewed by _____ Date _____
Planning Director Initials

\$100 fee is due prior to inspections

Step 2: Building Inspector

(Add comment sheet as needed/required)

Process Completed _____ Date _____
Building Inspector Initials

Step 3: Fire Inspector

(Add comment sheet as needed/required)

Process Completed _____ Date _____
Fire Inspector Initials

Step 4: Business License

Business License approved by _____ Date _____
Name of Issuer

Permit Fee _____ Cash _____ Check _____ Card _____ Receipt # _____

***Permit fees are non-refundable**

Munis ID # _____



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Contact Information

Austin Cardosi Assistant Planner	662-393-6705	acardosi@hornlake.org
Charles McCracken Building Inspector	662-393-6705	cmcracken@hornlake.org
Mark Brown Fire Inspector	662-781-1157	fireinspector@hornlake.org
Dawn Forbes Planning Secretary	662-393-6705	dforbes@hornlake.org
Vince Malavasi Consulting City Engineer	662-890-6404	vince.malavasi@neel-schaffer.com
John Willoughby Parks & Recreation Director Tree Board Advisor	662-342-3468	jwilloughby@hornlake.org
Tommy Bledsoe EMA Director Storm Water Coordinator	662-781-1157	tbledsoe@hornlake.org
Spencer Shields Floodplain Coordinator	662-342-4505	sshields@hornlake.org
Utilities (water set-up only)	662-393-0249	
City Hall	662-393-6178	www.hornlake.org
Chamber of Commerce	662-393-9897	www.hornlakechamber.com
Desoto County Economic Development	662-429-4414	dmorgan@desotocounty.com

Important Dates

Filing Deadline	First working day of the month	
Planning Commission	Last Monday of the month, 6:00 p.m. (except for holidays)	**All meetings are held at City Hall located at 3101 Goodman Road West.
Board of Alderman	Planning items present third Tuesday of the month, 6:00 p.m.	
Appeals	Appeals from recommendations of Planning Commission (PC) shall be submitted within (10) days of PC meeting. Appeals from administrative decisions must be submitted within (10) days of decision by administrative personnel.	

Review Process		Applicable Codes
Conditional Use	Staff Review Planning Commission Board of Aldermen	2012 International Building, Plumbing, Mechanical 2011 Electrical Code 2012 International Fire Code
Rezoning	Staff Review Planning Commission Board of Aldermen	<p>For more information or questions, contact: Office of Planning and Development 3101 Goodman Road West Phone: 662-393-6705 Fax: 662-342-3485 plandept@hornlake.org</p>
Site Plan	Staff Review Planning Commission	
Subdivision	Staff Review Planning Commission Board of Aldermen	
Variance	Staff Review Planning Commission Board of Aldermen	



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