



Driver's License Facility Design Parameters:

The purpose in this document is to assist Design Professionals and Officials having jurisdiction in developing and building plan for a Driver's License Facility in Mississippi. Please note that these are the minimal requirements needed for a fully functioning Driver's License Facility.

1. The building size that is required for a Driver's License Facility is approximately a 3,000 Square foot building of heated and cooled space.
2. The parking lot will need to be able to hold a capacity of 35 cars with 4 parking spaces being for handicap personnel.
3. There shall be 5 workstations for Driver's License Clerks. Four Stations will be on a 10" raised floor. The raised floor area will be approximately 30 feet in length and 12 feet wide. One station will be used as the handicap station and will not be on a raised floor. Each workstation shall have a planned space of 7 feet wide. Each workstation shall have a quad electrical outlet and 2 data jacks. There shall be planned space for the Driver's License Cameras. The camera's need a minimum depth of 14 inches for the camera to rest on.
4. There shall be an area of 75 Square Feet for a greeters desk near the main entry. The greeters desk needs to have one duplex electrical outlet and 2 data jacks.
5. The waiting area needs to be able to hold a capacity of up to 50 visitors or have a minimum area of 1,250 Square Feet of space.
6. There shall be a room that is approximately 150 Square feet for the testing room. This room shall be in clear sight of the Driver's License examiners and shall have windows so the examiners can view the activity taking place in said room.
7. There shall be one unisex restroom that is handicap accessible. This restroom shall follow all State and Federal ADA Codes.
8. There shall be one unisex employee restroom that is handicap accessible. This restroom shall follow all state and Federal ADA Codes.
9. There shall be an employee breakroom with a kitchen sink, connections for a microwave and refrigerator. There shall be an area of 150 Square Feet for the employees table and chairs.
10. Approximately a 75 Square Feet safe room will be required to house the Safe for the Driver's License Facility. This room shall have a lockable mortise set lock and solid wood core or metal door. The door size shall be a minimum of 36" wide to accommodate the width of the safe.



11. There shall be 2 office spaces. Each office space shall have 4 duplex outlets and 2 data jacks. These offices shall be approximately 150 Square Feet.
12. There shall be a storage closet that is approximately 50-75 Square Feet for file storage.
13. There shall be a small closet approximately 50 SF for all phone, data, and security panels to be housed in.

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