917 Goodyear Blvd	**100 S Main St**
Picayune, MS 39466	**Poplarville, MS 39470**
Phone: 601-749-7731/7732	**Phone: 601-403-2202/2201**

UTILITY BUILDING/ADDITIONS/REMODELING
PROCEDURE FOR OBTAINING PERMITS

*** If you live in a sub-division, before you try to obtain permits, please confirm with your HOA that you are doing everything within the HOA guidelines.

_____**1. RECORDED DEED:** Must have a copy of recorded deed to property or applicant must obtain a letter or lease agreement from property owner.

_____ **2. E-911 ADDRESS:** Address must be assigned and verified by the E-911 office

_____**3. SEPTIC APPROVAL:** This process must go through the Mississippi State Dept of Health. To apply for a new septic system or obtain approval for an existing system contact:

www.healthyms.com/wwapply or call **855-220-0192**

_____**4. PLANS:** (Plans can be sent via email.)

_____**5. ELEVATION CERTIFICATE**_:_ This is required only if the site is located within a **Special Flood Hazard Area.** To determine if you are in a **SFHA,** come into the office and we can help you.

Criteria for prefab and pre-built sheds:

- The structure must have a NOMINAL or BASIC windspeed of at least 120.
- Must have a building Exposure of C and a Risk Category of 1 or 2
- Must be stamped by a MS certified engineer.

COST OF PERMITS – REFER TO PERMIT FEE SCHEDULE.

ONCE PERMITS HAVE BEEN ISSUED, IT IS THE CONTRACTOR/HOMEOWNER'S RESPONSIBILITY TO SCHEDULE INSPECTIONS.

A LIST OF REQUIRED INSPECTIONS IS ATTACHED FOR YOUR CONVENIENCE.

INSPECTION ORDER

1. TEMPORARY POWER POLE (if needed)

2. STACK PRESSURE TEST (underground plumbing)

3. FOOTING OR FOUNDATION (need proof of termite spray/compaction test, if needed)

   CHAIN WALLS RECEIVE TWO INSPECTIONS:
   A. FOOTINGS/FOUNDATION
   B. REBAR IS IN PLACE – before concrete is poured

4. ALL ROUGH-IN INSPECTIONS WILL BE PERFORMED AT THE SAME TIME

5. CONSTRUCTION TEST METER FOR ELECTRICITY

6. ALL FINAL INSPECTIONS WILL BE PERFORMED AT THE SAME TIME