

PEARL RIVER COUNTY

E-911 ADDRESSING & BUILDING PERMIT OFFICE LOCATIONS:

Picayune Office:

917 Goodyear Blvd
Picayune, MS 39466
Phone: 601-749-7731/7732

Poplarville Office:

100 S Main St
Poplarville, MS 39470
Phone: 601-403-2202/2201

RESIDENTIAL OR COMMERCIAL

PROCEDURES 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 the Mississippi State Department of Health Wastewater Center at:

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

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

____ **5. SITE PLAN OR SURVEY:** (plans and survey will be needed for commercial construction.)

____ **6. MISSISSIPPI STATE CONTRACTOR'S NAME AND LICENSE NUMBER:**

(If homeowner is self-contracting, he/she will be required to sign a certificate of compliance.)

____ **7. ELEVATION CERTIFICATE:** If the building site is located within a **Special Flood Hazard Area**, an elevation certificate will be required. To determine if you are in a **SFHA**, come into the addressing office and we can help you.

COST OF PERMITS – REFER TO PERMIT FEE SCHEDULE

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

INSPECTIONS ARE GENERALLY DONE THE NEXT BUSINESS DAY.

A LIST OF REQUIRED INSPECTIONS IS ATTACHED FOR YOUR CONVENIENCE.

**TYPICAL INSPECTION ORDER
FOR
NEW CONSTRUCTION**

1. TEMPORARY POWER POLE (if needed)
2. STACK PRESSURE TEST (underground plumbing)
3. A TERMITE SPRAY REPORT AND COMPACTION TEST (if needed) WILL NEED TO BE SUBMITTED TO THE PERMIT OFFICE
4. FOOTING OR FOUNDATION

CHAIN WALLS RECEIVE TWO INSPECTIONS:

- A. FOOTINGS/FOUNDATION
- B. REBAR IS IN PLACE – before concrete is poured

5. ALL ROUGH-IN AND FRAMING INSPECTIONS SHOULD BE DONE AT THE SAME INSPECTION VISIT, IF POSSIBLE.
6. CONSTRUCTION TEST METER FOR PERMANENT ELECTRICITY
7. ALL FINAL INSPECTIONS WILL BE DONE AT THE SAME TIME, NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL FINAL INSPECTIONS ARE PASSED.