

Stone County Building Code Department

220 E Cavers Avenue

Wiggins, MS 39577

Phone: 601-928-2810

8:00 a.m. – 5:00 p.m. Mon – Fri

PROCEDURE FOR OBTAINING PERMITS RESIDENTIAL OR COMMERCIAL CONSTRUCTION

Complete permit application and provide the following documents to obtain building permits

- _____ 1. **PRELIMINARY APPROVAL OF SEPTIC SYSTEMS FROM STONE COUNTY HEALTH DEPARTMENT.**
*1510 Central Avenue East Wiggins, MS
Mon – Fri 8:00 a.m. – 5:00 p.m.
Phone: 601-928-5293*
- _____ 2. **E-911 ADDRESS – Complete application at the Building Code Department**
*220 East Cavers Avenue Wiggins, MS
Phone: 601-928-2810*
- _____ 3. **COPY OF RECORDED DEED TO PROPERTY OR COPY OF THE DEED TO PROPERTY AND A LETTER FROM THE PROPERTY OWNER**
- _____ 4. **COPY OF STONE COUNTY MAP OF PARCEL TO INCLUDE PARCEL NUMBER**
- _____ 5. **2 COMPLETE SETS OF PLANS (One copy will be kept on file)**
- _____ 6. **SITE PLAN OR SURVEY (BOTH NEEDED FOR COMMERCIAL BUILDING OR PARCELS IN A FLOOD ZONE)**
- _____ 7. **PLOT PLAN (A DESCRIPTIVE DRAWING SHOWING THE PROPOSED LOCATION OF DWELLING IN RELEATION TO LOT LINES)**
- _____ 8. **CONTRACTORS NAME AND CONTACT INFORMATION**

* IF PARCEL IS LOCATED WITHIN A FLOOD ZONE AN ELEVATION CERTIFICATE WILL BE REQUIRED.

PERMIT FEES: One half the building permit fee is due when application is submitted. When application has been approved the remainder of permit fees are due.

CHECK OR MONEY ORDER ONLY

CONTACT THE BUILDING & CODE DEPARTMENT TO OBTAIN PERMITS

- Permits must be issued before construction begins

FINAL SEPTIC APPROVAL FROM HEALTH DEPT IS REQUIRED (UNLESS EXEMPTIONS APPLY) TO OBTAIN CERTIFICATE OF OCCUPANCY

YOUR APPLICATION FOR A PERMIT WILL BE VOID AFTER SIX MONTHS. IF PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF THE APPLICATION, A NEW APPLICATION FOR THE PERMIT WILL BE REQUIRED.

- **YOU MUST CONTACT THE BUILDING & CODE DEPARTMENT TO SCHEDULE ALL INSPECTIONS @ 601-928-2810.**