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 Cavars 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 RELATION 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.