

# ***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.**