Stone County Planning and Building Department
220 E. Cavers Avenue
Wiggins, MS 39577
Phone: 601-928-2810 Fax: 601-928-2991
8:00–5:00 Monday–Friday
(Closed 12-1 for lunch)

Procedure for Obtaining Permits for Residential or **Commercial Construction:**

- Complete permit application
- Complete application for new E911 Address, if an address does not already exist
- Copy of preliminary approval (**PERK Test**) of septic system from Mississippi Department of Health. Call 1-855-220-0192 or visit their website at www.msdh.state.ms.us
  Final Approval from the MS Department of Health is also required before our final inspection.
  If you are connecting to a community sewer, we need a **Letter of Intent** from the provider.
- Copy of your recorded deed. If you are not the property owner, you are required to provide a lease or a letter of permission from the owner and a copy of the recorded deed.
- Tax parcel number for the property
- Two complete sets of plans (We give one back)
- Digital set of plans emailed to us at build@stonecountyms.gov
- If you are using pre-engineered trusses, we need truss drawings. We also need sizes for any beams you are using.
- Plot plan. (A descriptive drawing showing the proposed location of the dwelling in relation to the landlines. This is the same drawing you provide MS Dept of Health for your PERK test.)
- Contractor's name and contact information, if applicable.
- Site Plan is required **if** it is a commercial building **or** the parcel is in a flood zone.
  (A site plan shows various things such as: property lines, contour lines, flood zones, and sometimes adjoining landowners.)
- **If** the structure is located within a flood zone, an elevation certificate will be required.
- One-half (1/2) of your building permit fees are due when your application is submitted or you may pay the full amount. After your application has been approved, the remainder of permit fees are due. Permits must be issued before work begins. Please pay with check or money order; we do not handle cash.
- You must begin work within six months of your application or a new application is required.

Revised 06 2020

Ben Bond
Building Official

Vicky Smith
Permit Clerk

Stone County Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS 39577
Phone 601-928-2810 ~ Fax 601-928-2991
build@stonecountyms.gov

Permit Application

Permit Type(s) (Circle) Building Plumbing Electrical Mechanical Mobile Home

Job Site Address _____

Description of work to be done _____

_____

Tax Parcel ID # _____ **Mobile Home Reg#** _____

Electric Company:

Mississippi Power _____ Pearl River Valley Electric _____ Other _____

APPLICANT or OWNER

Name(s): _____

Current Address: _____ City _____State_____ Zip_____

*Email _____

Cell Number _____

CONTRACTOR INFORMATION (if applicable)

Company _____

Name _____

Address: _____City_____State_____ Zip_____

Cell Phone _____ Other Number _____

I hereby certify that all information in this application is correct and will comply with applicable state and local laws, ordinances and regulations.

Signed ☆ _____ **Date** _____

Note: Your numeric address must be visible on the structure to pass inspection.

E-911 Address Application

Stone County Planning and Building Department

220 E. Cavers Ave. ~ Wiggins, MS
build@stonecountyms.gov
Phone: 601-928-2818 ~ Fax: 601-928-2991

Before we can address your property, Form ROW-UDM-1 must be submitted to the County Road Department and your driveway approved. Place flags at your approved driveway.

APPLICANT INFORMATION

Last Name _____ **First Name** _____

_____ _____

*** IF DUAL OCCUPANCY LIST FULL NAME OF BOTH OCCUPANTS – IF MARRIED LIST BOTH HUSBAND AND WIFE (FIRST NAME)**

Business Name _____

Current Street Address _____ City _____ Zip _____

Phone Number _____

Purpose for Address (select one)

New Residential Construction _____ New Commercial Construction _____ Existing Residence _____

Mobile Home _____ RV Site _____ Barn _____ Hunting / Fish Camp _____

Other _____

Applicant Signature X _____ **Date** _____

Circle One: Owner Contractor Renter Other _____

ADDRESS LOCATION INFORMATION

Stone County Tax Parcel Number _____

Address Location: Road Name _____

Directions to driveway _____

_____

OFFICE USE ONLY

Correct House Number _____ **Correct Street Name** _____

Correct City / Postal Route _____ **Correct Zip Code** _____

Serial Number _____

Lumberton 39455 **McHenry 39561 ** Perkinston 39573 ** Saucier 39574 ** Wiggins 39577

DATE RECEIVED_____ DATE ADDRESSED _____ APPLICANT NOTIFIED _____

Revised 06-2020

Contractor / Subcontractor Information

TYPE (Circle One) Builder Plumber Electrical Mechanical General Owner

Name _____

Contractor _____

Main Address: _____

City _____ State _____ Zip _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone No: _____ Fax No: _____

Email: _____

Cell No: _____

Contractor License No: _____State _____

_____

Please list employee names below

Name	Department/Title	Email	Cell Number

E-Newsletter

Get disease updates, inspection results, health news and much more with our weekly e-mail newsletter

e-mail address

SUBSCRIBE

On-Site Wastewater

The goal of the On-Site Wastewater program is to reduce the potential for the spread of disease through improper treatment and disposal of human waste. Potential contamination of ground and surface waters is both an environmental and public health concern. Proper disposal of wastewater is critical as the population expands in rural areas of our state.

Wastewater Complaints

Online or by phone →

You can enter a complaint about an Individual On-site Wastewater Disposal System through our online form or by calling the On-Site Wastewater Call Center at 855-220-0192.

MAKE AN ONLINE COMPLAINT

Professionals and Property

Online information →

- List of certified installers, pumpers, and manufacturers
- Property and subdivision information
- More

START APP

New Application Process

Step 1: File a complete application. Our application forms for new onsite wastewater systems are now online. Apply online using the button below:

Apply Online Now

You may also use our printable PDF application forms.

Step 2: Return documents to us by email fax or mail to our physical location (see contact information and map below). Please include identifying information with any submitted documentation.

Stone County Planning and Building Department

Typical Inspection Order for New Construction

Call 601-928-2810 to schedule all inspections.

1.	**Temporary Power Pole**
2.	**Plumbing - Stack Pressure Test** (Plumbing underground – before covered up) **Gas Piping Underground** (if applicable)
3.	**Footings or Foundation** Note: Proof of termite treatment must be on site
4.	**Rough-In Inspections** Electrical (See note about Service entrance cable) Plumbing (Top Out) Mechanical Gas Pressure Test (if applicable) Framing – prior to insulation and sheetrock **Brick ties must be in place at the time of inspection.** Place Brick Ties Vertical 24" apart and Horizontal 16" apart. Insulation – **COMMERCIAL PERMITS ONLY**
5.	**Construction Test Meter (CTM) Permanent Power** Electrical safety check before connecting permanent power Service entrance cables labeled other than MC, SE, USE must be in conduit between the meter base and inside power panel.
6.	**Final Inspection –** **Building, Electrical, Plumbing, Gas, Mechanical** Your **FINAL septic approval** from the Mississippi Dept. of Health is required before Certificate of Occupancy can be issued.

INSPECTION CHECK LIST

Note: This list is not intended to be an all-inclusive list of items for inspections

POWER POLE INSPECTION

No 2 wire from box to weather head
Neutral wire marked on both ends
Continuous ground from ground rod through the box to the meter
Ground wire stapled to the pole
One 110 receptacle (temporary)
One 220 receptacle (temporary)

PLUMBING STACK TEST

All drainpipes must be visible
All openings capped
Stack pipe no less than 10' in length
Must be filled with **water** and maintain for at least 15 minutes
Check for leaks
Check sweeps and all connections
Check slope of pipes

FOUNDATION

Proper size footings
Proper rebar according to plans
Certification from pest control
Moisture barrier
Sleeved copper must not touch rebar

ELECTRICAL ROUGH-IN

Proper placement of panel
Nail guards above panel
Count wires coming into panel to assure proper panel size
All wiring run
Boxes in place
Wiring secured (must be at least 1 ¼" from edge of studs)
Wiring properly sized
Nail guards where needed
Copper water lines grounded
Romex connectors on exhaust fans, etc.
Proper receptacle placement
Hard wired & interconnected smoke alarms in every bedroom and hallway
Fire caulking where necessary
Receptacles on exterior (one in front and one in back – with one receptacle within 25' of condenser)
Service entrance cables labeled other than MC, SE, USE must be in conduit between the meter base and inside power panel

PLUMBING ROUGH-IN

All plumbing must be in place
Sweeps placed correctly
Traps and vents where necessary
One vent completely exiting the building – 3" in size minimum
Pipes secured where necessary
Nail guards where needed (must be 1 ¼" from edge of stud)
Utility boxes in place
Must have a minimum of 18 inches of 2" pipe between utility box and trap
Fire caulking where necessary
Tub boxes in slab must be sealed

FUEL GAS ROUGH-IN	Must have pressure on lines 4-10 lbs to assure no leaks Piping must be secured (must be 1 ¼" from edge of studs) Nail guards where necessary Strapped securely at all connections Fire caulking where necessary
MECHANICAL ROUGH-IN	Appliances must have a label with all proper information Must have access to equipment Equipment in attic must have workspace (minimum 30" on panel side) Attic installations – must have a clear, unobstructed walk way (22" wide, no more than 20 foot in length) must be continuous solid flooring Light controlled by switch near the equipment Receptacle near equipment Vents for dryer and bathroom fans must exit the building Check drains and traps All metal duct work must be screwed and taped with proper tape All flexible ductwork or manufactured ductwork must be installed to the manufactures specification Fire caulking where necessary
FRAMING	Moisture barrier on exterior of building Anchor bolts and washers appropriately spaced Proper bracing Fire blocking where necessary Hurricane straps where needed Sheeting secured Cripps under door headers Joists must be properly sized to the span Beams must have proper support No bracing off of strong backs (bracing must be done off of load bearing walls)
FINAL (Outside)	Look for vents exiting the building Vacuum breakers on outside faucet Numeric address on building A/C condenser on pad 3" above ground A/C condenser must have a disconnect box Proper sized breaker for A/C condenser Whip from disconnect box to condenser must be fastened to building Plumbing clean-outs must be below ground level and have cover box
FINAL (Inside)	Check breaker panel for proper sized breaker and arc fault breakers where necessary All breakers must be legibly identified GFCI receptacles in kitchen and bathrooms Test all smoke detectors All tubs with motors must have access to the motor Windows in bedroom must be properly sized Arc fault breakers required in bedrooms
FINAL (Attic)	Check all drains Insulation on pipes where needed Walkways Lights in attic

Stone County Planning and Building Department

Permit Fees Quote/Estimate

Name _____ Owner Contractor

Job Site Address _____

Quote Date _____

Plan No _____

RESIDENTIAL

Heated Sq ft _____ x $ 65.00 $ _____

Unheated Sq ft _____ x $ 20.00 $ _____

Valuation $ _____

Building Permit Fee $ _____ We use a sliding fee schedule.

Electrical Permit Fee $ _____

Plumbing Permit Fee $ _____

Mechanical Permit Fee ($40.00 X ___ systems) $ _____

Other Permit Fees $ _____

TOTAL FEES $ _____

COMMERCIAL

Commercial Contract TOTAL	$ _____		$ _____	We use a sliding fee schedule.
Commercial Contract ONLY ELECTRICAL	$ _____	1%	$ _____	
Commercial Contract ONLY PLUMBING	$ _____	1%	$ _____	
Commercial Contract ONLY MECHANICAL	$ _____	1%	$ _____	
Any other Permit Fees			$ _____	
TOTAL FEES			$ _____	

FORM ROW-UDM-1 Rev. 5-2020

PERMIT APPLICATION FOR USE AND OCCUPANCY AGREEMENT FOR

THE CONSTRUCTION OF UTILITIES, DRIVEWAYS AND MAILBOXES

WITHIN STONE COUNTY ROAD RIGHT-OF-WAY

The APPLICANT, _____ proposes to construct a
(print name)

Utility, Driveway , Mailbox (circle all that apply)

connecting to _____ County Road, said driveway to be

installed between _____ and _____

on _____ ROAD and within road right-of-way, and hereby

makes application to the COUNTY for the construction permit.

All mailboxes shall be attached to a breakaway type post made of wood or plastic.

A general description or sketch of the utility, the driveway width, driveway surface, drainage pipe size and mailbox type and location is as follows:

The Applicant understands and agrees that, except as herein granted, no right, title, claim, or easement to said road right-of-way is granted by the issuance of this permit and that if these Facilities are not placed in the location stated in the permit, the applicant shall adjust to comply with this permit.

The Applicant understands and agrees that, breakaway mailboxes shall be placed so that the carriers can deliver mail with 2 wheels still on the asphalt. All other non-compliant mailboxes shall be located a minimum of 10 feet from the edge of asphalt and the shoulder will be widened and hardened at the applicants cost.

PERMIT APPLIED FOR BY: _____ DATE: _____

Phone:

PERMIT APPROVED BY THE STONE COUNTY ROAD MANAGER BY SIGNATURE BELOW:

By: _____ DATE: _____
County Road Manager