

Stone County Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS 39577

build@stonecountymms.gov

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:

Stone County enforces the 2003 IRC Code – You can view it online at:

<https://codes.iccsafe.org/content/IRC2003/table-of-contents>

- Complete permit application – It can take up to two weeks for your permits to be approved.
Residential fees are calculated on the heated, and unheated square feet of the building.
- Complete application for new E-911 Address, if an address does not already exist.
- Provide a copy of preliminary approval (**PERK Test**) of septic system from Mississippi Department of Health. A **Final Approval** from the MS Dept of Health is required before our final inspection. For an existing septic tank, you must request **Approval for Existing Septic**. Go online to <https://apps.msdh.ms.gov/WastewaterOnlineApp/PublicWasteWaterHome.aspx> On left sidebar, choose "I want to apply for" and choose Residential.
*If you are connecting to a community sewer, we need **Letter of Intent** from the provider.
- Copy of your recorded deed. If you are not the property owner, you are required to provide a letter of permission from the owner and a copy of their recorded deed.
- Tax parcel number for the property
- Two complete sets of construction plans ***PLANS MUST BE APPROVED BEFORE STARTING***
- Pdf file of construction plans emailed to us at build@stonecountymms.gov
- If you are using pre-engineered trusses, we need these truss drawings.
- 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.

If the structure is located within a **flood zone**, an elevation certificate, and a site plan is required.

COMMERCIAL – A Site Plan is required **if** it is a commercial building. A site plan shows various things such as: property lines, contour lines, flood zones, and sometimes adjoining landowners.

*Commercial fees are calculated using the full cost of the structure, including electrical, including plumbing, and including mechanical. These costs must be broken down by trade.

You must begin work within six months of your application or a new application is required.

Revised March 2024

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Typical Order of Inspections

Please call 601-928-2810 to schedule inspections.

1.	Temporary Power Pole
2.	Plumbing Stack Pressure Test Underground – before covered up Gas Piping Underground (if applicable)
3.	Footings or Foundation Proof of termite treatment must be on site
4.	Rough-In Inspections Framing – prior to insulation and sheetrock Electrical Plumbing Mechanical Gas Pressure Test (if applicable) Brick ties must be in place at the time of inspection Place Brick Ties Vertical 24" apart and Horizontal 16" apart Insulation – COMMERCIAL CONSTRUCTION ONLY
5.	Construction Test Meter (CTM) Permanent Power Electrical safety check before connecting permanent power
	FINAL Septic approval from the Mississippi Department of Health is required in our office before final inspection
6.	Final Inspection – When everything on the plans is complete. Building, Electrical, Plumbing, Gas, and Mechanical

Revised March 2024

INSPECTION CHECK LIST

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

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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Check all drains Insulation on pipes where needed Walkways Lights in attic

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Final Inspection Checklist - New Single-Family Dwelling

(Please review this list before calling for inspection.)

NOTE: This is not an all-inclusive list, each job will have specifics.

- All work pertaining to the plans and issued permits must be completed
- Windows in bedrooms must be properly sized
- GFCI receptacle on front and rear of house
- GFCI receptacles in kitchen and bathrooms
- Must have a working sink in kitchen – all additional sinks must also work
- Electrical panel
 - Must be labeled
 - Arc fault breakers where required (bedroom and smoke detectors)
- Attic access required
 - Walkway and workspace required if equipment is in attic
 - Light / receptacle in attic if equipment is in attic
 - Check all drains
 - Insulation on pipes, where needed
- Must have one working tub or shower – any additional tubs and showers must also work
- Must have one working toilet – any additional toilets must also work
- Tubs with motors must have access to the motor
- Smoke detectors - must be tested
 - Must be hard wired and interconnected
 - Must be on arc fault breaker
- Must have hot water
 - Drain pan for water heater, if required
- Heating system must be working
- Return air closet must be sealed
- Numeric address (numbers) must be on the structure in contrasting color

Go online to apply for a **PERK test** “Permit/Recommendation” with the MS State Department of Health:
<https://apps.msdh.ms.gov/WasteWaterOnlineApp/PublicWasteWaterHome.aspx>

Go to “On-site Wastewater” page

Click on button “apply online now”

Click on the link to the left side of page “I want to apply for”

Home
I want to apply for...>
FAQs And Answers
Contact

Residential Service
Commercial Service
Private Well Sample
Agricultural Use Water Meter

Mississippi State Department of Health
TO PROMOTE AND PROTECT THE HEALTH OF ALL MISSISSIPPIANS

Welcome to the On-Site Wastewater Online Application

MSDH Division of On-Site Wastewater Program to serve you today. As part of the online application process, you will need the following for a residential request:

To Start an application with us, mouse over "I want to apply for...>" option in the left margin.

Please see our FAQs And Answers for additional information about us and services we provide.

***** A note about our payment system *****

At the end of the online application process you may wonder where is the “click here to pay icon”. To provide superior customer service, our subject matter experts review each application for accuracy prior to our customers receiving an invoice. A service invoice will be electronically submitted to the email address provided during the online application process. If you do not receive a bill from support@msegov.com within 3-5 business days, please check your SPAM/Junk folder. If you are still experiencing payment issues, please contact 601-576-7150.

If you need assistance during the online application process, please contact the **Wastewater Call Center** at **1-855-220-0192**.

Payment Issues 601-576-7150
Wastewater Call Center 855-220-0192

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Permit Application

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 INFORMATION

Name(s): _____

Email _____

Cell Number _____

OWNER INFORMATION

Name(s): _____

Current Address: _____ City _____ State _____ Zip _____

Email _____

Cell Number _____

CONTRACTOR INFORMATION

HB1163 law went into effect July 1, 2022

Homeowners are allowed to act as their own contractor if you plan to live in the home, this comes with responsibilities. If you pull permits and act as your own contractor please read and agree to "The Owner's Construction Permit Responsibilities".

Business _____ MSBOC License # _____

Residential: Submit signed W9 to our office

Commercial: Submit Material Purchase Certificate

Name _____


Address: _____ City _____ State _____ Zip _____

Email _____

Cell Phone _____ Other Number _____

NEW CONSTRUCTION: Heated Sq. Ft. _____ Unheated Sq. Ft. _____

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 _____

Contractor / Subcontractor Information

Homeowners are allowed to act as their own contractor if you plan to live in the home, this comes with responsibilities. If you pull permits and act as your own contractor please read and agree to "The Owner's Construction Permit Responsibilities".

MS State Board of Contractor License No. _____

Business Name _____

Name _____

Address _____

City _____ State _____ Zip _____

Email: _____

Cell No: _____

Please list other contacts:

Name

Title

Cell

Email

THE OWNER'S CONSTRUCTION PERMIT RESPONSIBILITIES

Homeowners are allowed to act as their own contractor if you plan to live in the home, this comes with responsibilities. If you pull permits and act as your own contractor please read and agree to "The Owner's Construction Permit Responsibilities".

It is not the position of Stone County to keep anyone from legally acting as general contractor for the construction, repair or remodeling of their own project. We do hope to prevent unlicensed contractors from taking advantage of you by having you obtain a construction permit in your name. The following list is not intended to be a legal guide or advice, nor is it all encompassing, but only to point out some of the hazards of acting as your own contractor.

1. You may be financially responsible for any person that is working under your direction, which is injured while working on your job. This financial responsibility may include hospitalization cost, unemployment compensation, law suits for lost wages and workman's compensation. We are not aware of any existing homeowners or builder's risk policies that cover this type of loss.
2. You may be responsible for withholding certain taxes on persons working under your direction and supervision.
3. If you do not obtain contractors' general liability insurance, you may be personally liable for the injury of any person that is hurt on your property while construction is in progress. Your homeowner's or builder's risk policy likely does not cover this type of loss.
4. The Mississippi Supreme Court has ruled in a precedent setting case that any person named as the contractor on a building permit for the construction of a residence is deemed the responsible party for losses by future owners. If major structural damage occurs up to six years after construction and you are listed as a contractor on the permit then you may assume this responsibility. This responsibility may not be superseded by a secondary waiver with any person or uninsured company.
5. If you hire a licensed general contractor, it reduces the likelihood of claims being made against you by subcontractors or others.

Owner's Acceptance and Certification of Construction Permit Responsibilities

- I confirm that this construction meets the following exception: (check one)
 - A commercial project on my property which is not for sale, lease, public use or assembly.
 - A commercial project or new residential building under \$50,000 on my property.
 - A residential remodel under \$10,000 on my property.
 - A new residence, residential addition or residential accessory structure on my property that will be my principle place of residence upon completion.
- I have read and understand the "Owner's Construction Permit Responsibilities" above.
- **I am aware of construction codes, county ordinances, and state laws applicable to this construction activity. I have the knowledge and/or experience to fulfill the duties of the general contractor.**
- I understand that all work must be completed in conformance with current applicable construction codes and must pass inspections by the building inspector, and I will pay re-inspection fees for any re-inspections required as a result of the work not being ready for inspection or not being in conformance with the applicable code when inspected.
- **I understand that if after the work has been inspected the Building Official determines that I do not have the knowledge and/or experience to complete the work in conformance with applicable construction codes, the Building Official may stop the work and require me to engage a licensed contractor to complete the work.**

Property Address

Tax Parcel #

Owner Signature

Date

Witness Signature

Date

E-911 Address Application

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Brick mailboxes must be ten (10) feet from the edge of the road pavement. Mail carriers must be able to keep two tires on pavement while accessing your box, if not then you are responsible for providing them with solid ground such as washed gravel or limestone. You must go to your local post office before receiving mail.

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 (if applicable) _____

Mailing Address _____ City _____ Zip _____

Phone Number _____ E-mail _____

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 _____