

Stone County Building and Code Department
Requirements for Permits for Mobile Home / MEMA Cottage

Phone: 601-928-2810 ~ Fax: 601-928-2991

build@stonecountymiss.gov

Mobile Home Permit Fee is \$250.00

We accept debit / credit cards (2.5% convenience fee added), check, or exact cash

Our office must have the items marked with a gray box!

MS State Fire Marshall Requirements:

Dirt Pad / Site Preparation required for proper drainage underneath mobile home
Mobile Home must be transported and installed by someone licensed by the State of Mississippi
After installation, installer must send "locator form" to the State Fire Marshal requesting an inspection

- Approved Inspection sticker must be placed on home by the MS State Fire Marshal 601-359-1061

MS State Department of Health Requirements:

- FINAL APPROVAL of septic system from the MS State Department of Health 855-220-0192
(A PERK test is required first.) If you have a septic tank, apply for an ACCEPTANCE OF EXISTING
<https://apps.msdh.ms.gov/WasteWaterOnlineApp/PublicWasteWaterHome.aspx>

Or a letter from your Utility Company that states that they will serve you with community sewage

Stone County Requirements:

- Complete permit application and pay permit fees: \$250.00
- Complete application in our office for E-911 address, unless address exists
- Proof of Wind Zone of the Mobile Home (Wind Zone II or III is required) *Please provide a copy of the "data plate" which shows your wind zone rating*
- A copy of Mobile Home Registration - *Apply for this at the Stone Co. Tax Assessor, 308 Court Street*
- Tax Parcel Number - *This is on land tax bill and Mobile Home Registration from Tax Assessor/Collector*
- A copy of your recorded deed to property showing that you are the owner
You can get a copy of this at the Stone County Chancery Clerk located at 323 Cavers Avenue East
- If you are **not** the property owner you will **also** need a letter from the owner giving you permission to put the mobile home on their property and get power to it

If the mobile home will be located within a flood zone, an elevation certificate is required

A new application is required if your project is not started within six months.

Stone County Building and Code Department

220 E Cavers Avenue Wiggins, MS 39577

Phone: 601-928-2810 ~ Fax: 601-928-2991

Building Official: Ben A. Bond

Permit Clerk: Vicky Smith

build@stonecountymms.gov

Open Monday - Friday 8:00–5:00

(Closed 12:00–1:00 for Lunch)

Mobile Home Inspection Checklist

\$25 fee will be charged for re-inspections

THIS IS NOT AN ALL-INCLUSIVE LIST OF REQUIREMENTS.

- State Fire Marshall approval sticker is on the mobile home (Fire Marshal 601-359-1061)
- Please, no skirting prior to our inspection, we need to see the plumbing under the home
- Septic must be connected to the home - and we must have a copy of Final Septic Approval
- Power pole must be installed a min. of 5-feet in the ground and a min. of 15-feet above ground
- At least one (1) set of steps is required:
 All steps with four (4) or more risers must have a handrail on one side
 Where the door is more than 14 inches above grade, a landing at the level of the door is required
 The landing must extend out at least 36 inches and be at least as wide as the stairs
- Numeric address must be on the home - minimum 4" lettering in a contrasting color from home

POWER POLE SPECS

- Power pole must be installed and must be at least five (5) feet from the home and not more than 30 feet (NEC 550.32)
- Panel box must be installed on the pole and connected to the home
- Breakers must be installed or blank covers if any breakers have been removed
- Ground wire / ground rod must be installed
- An additional green ground wire (minimum #6) connecting the grounding bar on the outside breaker panel and the grounding bar in the breaker panel inside the home is required
- Schedule 80 PVC conduit or rigid metal conduit is required on any exposed wires outside the breaker panel (NEC 300.5.D.4.)
- A service disconnect breaker at the meter is required to pass inspection

- Apply for your PERK Test online at Mississippi State Department of Health <https://apps.msdh.ms.gov/WastewaterOnlineApp/PublicWasteWaterHome.aspx>
- An Invoice of \$197.50 + a processing fee will be emailed within one (1) business day.
- Send Legal Description and Plot Plan – you can use your phone and take pictures to send
- PERK Test will be emailed to you – give it to your septic installer – email it to the Building Dept
- Installer will request Final Approval from MS State Dept of Health
- Final Approval will be emailed to you – email this to the Building Department or bring it in.

Choose: I want to apply for Residential Service (left side bar)

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:

- Residential Service
- Commercial Service
- Private On-Site Sewer
- Agricultural Use/Animal Waste

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 now". 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@msdh.ms.gov within 3-5 business days, please check your SPAM/Junk folder. If you are still experiencing payment issues, please contact 601-376-7130.

If you need assistance during the online application process, please contact the Wastewater Call Center at 1-855-228-6192.

Answer Question: Is there an existing septic system on your property? **NO**
 or **yes**, if you need approval for an existing septic tank
 County **STONE**

If you do not have an address yet, leave the number off and enter the road name only

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

MULTI-STEP ENTRY - EMAIL ADDRESS

The Department will provide your site for all systems relating to on-site wastewater treatment and disposal. You will receive a recommendation for required systems appropriate for your site. The Department will also approve the installation once it occurs.

Customer Info

Site Information

Site Address *
 Street Name *
 Zip *
 County *
 City *
 State * MS
 Acreage * (NO acres)

Contact Information

Name *
 Mailing Address *
 Zip *
 City *
 State *
 Email Address * Re-Enter Email Address *
 Phone #1 *
 Phone #2 *

Number Of Bedrooms *
 Number Of Occupants *

Are there pets on the premises? * Yes No
 Is there a lot/adj. gate to the property? * Yes No
 Will this be Public or Private water? *

Notes/Directions:

An invoice of \$197.50 - a processing fee will be emailed within one(1) business day.

Submit

PEARL RIVER VALLEY ELECTRIC POWER ASSOCIATION

Minimum Requirements

RESIDENTIAL METER POLE

(Mobile Home, Mfr'd Housing, Etc.)

Meter pole shall be provided, installed and maintained by consumer in accordance with the following specifications:

Pole shall be treated, either round 5 inches in diameter at the top, or square 6 x 6 (20 ft. height only), placed 5 feet in ground, backfilled, and well tamped to prevent leaning. (See table for minimum pole heights.)

Service entrance and disconnect box shall be rated at not less than 100 amperes. Meter socket shall be located 5 to 6 feet above ground line and fastened with wood screws. Rigid conduit, EMT or electrical PVC shall be used from meter socket to weatherhead near top of pole. Pipe shall be fastened to pole with straps. At least 24 inches of wire shall be left at weatherhead for drip loop. Disconnect box shall be weatherproof consisting of main disconnect with appropriately sized breakers or fuses. A house power box may be installed in lieu of meter base and disconnect box.

Weatherproof outlet box, if used, shall be 15 or 20 ampere receptacle with approved Ground Fault Circuit Interruption (GFCI) protection for personnel.

Service ground shall consist of #4 copper wire (minimum acceptable #6) from meter socket to ground rod. Ground rod shall be 5/8 inch by 8 foot long galvanized or copper rod. Ground rod clamp shall be used to connect ground wire to rod. Ground wire shall be secured to pole with staples spaced 6 inches apart.

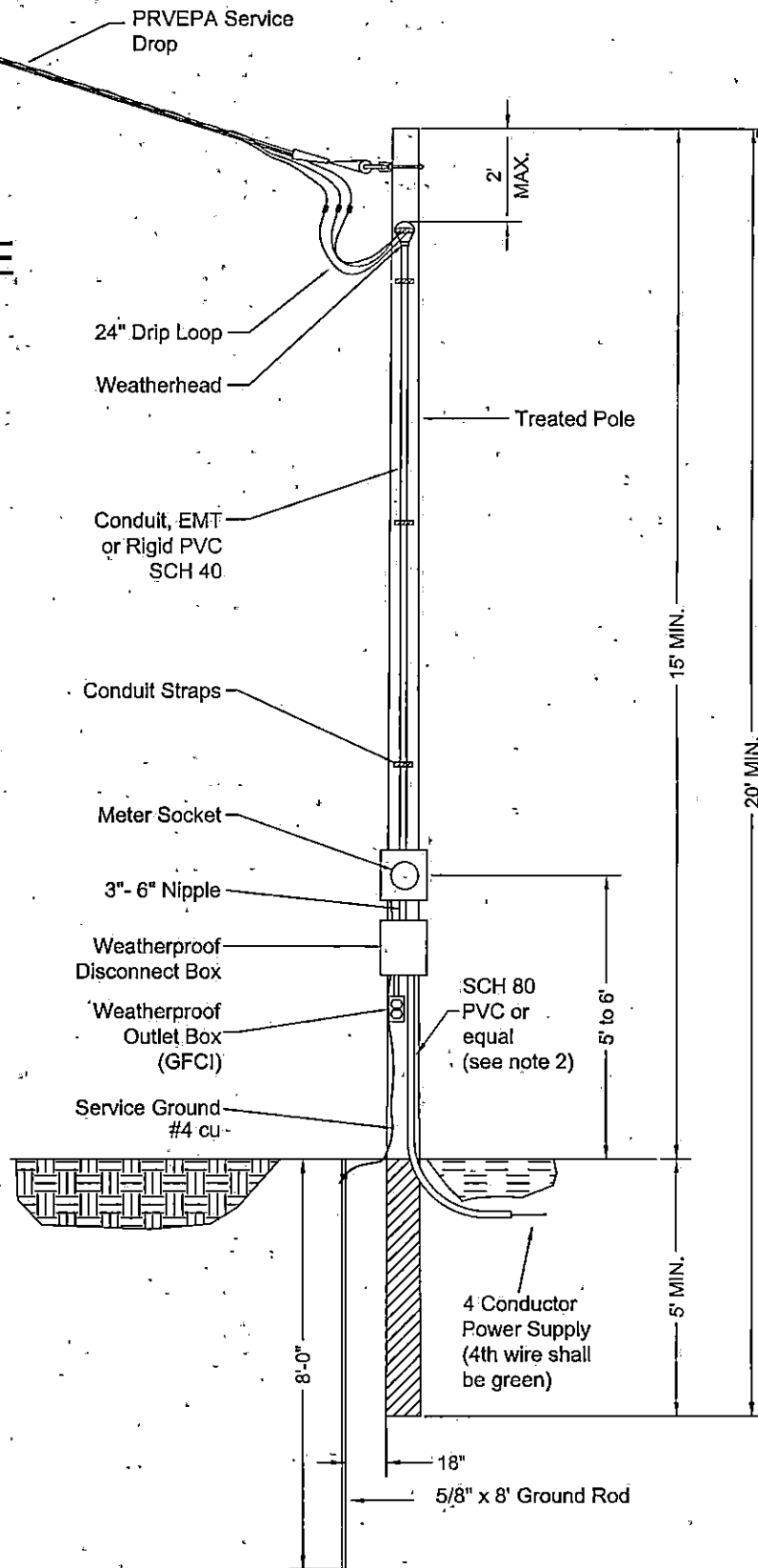
Power supply to mobile home shall consist of not more than one approved 50 ampere mobile home power supply cord with integrally molded plug or permanently installed circuit of sufficient ampacity. Power supply cord or permanent feeder shall consist of 4 continuous, insulated, color coded conductors, one of which shall be an equipment grounding conductor identified by a green color (see table for size).

Installation shall comply with current National Electrical Code (NEC), Article 550. Compliance is sole responsibility of consumer.

NOTES:

1. A copper service entrance is preferred and recommended by PRVEPA.

2. Wiring above ground and/or exposed to physical damage shall be protected by Schedule 80 PVC conduit, or equal.



MINIMUM HEIGHTS:	POLE	ABOVE GROUND
	Open land subject to vehicles, cultivation, grazing, farm equipment	25'
Vehicular traffic area	25'	20'
Pool or water area	25'	20'
No Vehicular traffic, pedestrians only	20'	15'

CONSUMER OWNED SERVICE REQUIREMENTS								
DISCONNECT SIZE (AMPS)	EQUIPMENT GROUND (GREEN WIRE)		SERVICE ENTRANCE					
	COPPER	ALUMINUM	COPPER WIRE			ALUMINUM WIRE		
			CONDUCTOR	NEUTRAL	CONDUIT	CONDUCTOR	NEUTRAL	CONDUIT
100	#8	#6	#4	#8	1"	#2	#6	1 1/4"
125	#6	#4	#2	#6	1 1/4"	#1/0	#4	1 1/2"
150	#6	#4	#1/0	#4	1 1/2"	#2/0	#2	2"
200	#6	#4	#2/0	#2	2"	#4/0	#1/0	2"
300	#4	#2	#250	#1/0	2 1/2"	#350	#2/0	3"

Stone County Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS 39577
Phone 601-928-2810 Fax 601-928-2991
build@stonecountymys.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 _____

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 _____

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@stonecountymms.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. We will give you flags to place at your proposed 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 (if applicable) _____

Mailing 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 _____

PERMIT APPLICATION FOR USE AND OCCUPANCY AGREEMENT FOR THE CONSTRUCTION OF UTILITIES, DRIVEWAYS AND MAILBOXES

WITHIN STONE COUNTY ROAD RIGHT-OF-WAY

For County maintained roads, not private named roads.

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

Utility, Driveway, Mailbox (circle all that apply)

connecting to _____ (Your Road) 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:

[Empty rectangular box for description or sketch]

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 Number: _____

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

By: _____ DATE: _____
County Road Manager

We will give you flags & map to take to Road Dept.