

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:

- Complete permit application
- Complete application for new E-911 Address, if an address does not already exist
- Copy of preliminary approval (**PERK Test**) of septic system from Mississippi Department of Health. **Final Approval** from the MS Department of Health is also 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 lease or a letter of permission from the owner and a copy of their 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@stonecountymms.gov
- If you are using pre-engineered trusses, we need truss drawings.
We also need sizes of 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.

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.

*Fees are calculated on the Heated and Unheated Square Feet of the building.

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

Revised April 2022

Ben Bond
Building Official

Vicky Smith
Permit Clerk

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 Framing – prior to sheetrock and insulation 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 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 - When everything on the plans is completed.
	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	<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

- 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
 ELIMINATE AND PREVENT 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 Land Usage
- Agricultural Use Water Tanks

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 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@msdheg.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 1-888-220-8192.

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
 ELIMINATE AND PREVENT THE HEALTH OF ALL MISSISSIPPIANS

NEEDS REVIEW: FINAL APPROVAL
 The Department will evaluate your site for all options relating to on-site wastewater treatment and disposal. You will receive a recommendation for disposal systems appropriate for your site. The Department will also approve the installation once it occurs.

*** Required Fields**

Site Information

Site Address / Street Name

Zip

County

City

State

Address (no cities)

Contact Information

Name

Mailing Address

Zip

City

State

Email Address No-Enter Email Address

Phone #1

Phone #2

Number Of Bedrooms Number Of Occupants

Are there pets on the premises? Yes No

Is there a listed 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.

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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.