

Application for
Commercial /
Industrial
Site Plan Review

See pages 14-18, and 24 of
2019 Subdivision Regulations
of Stone County, MS



Stone County Planning and Building Department

601-928-2810
build@stonecountymt.gov
220 E. Cavers Avenue; Wiggins, MS 39577

Application for Commercial / Industrial Site Plan Review

Date of Application _____

Tax Parcel Number _____

Property Owner(s):

Name(s) _____

Address _____

Phone(s) _____

Applicant:

Name(s) _____

Address _____

Phone(s) _____

Applicant's Signature

Date

Printed Name

Must include a check for \$500.00 made payable to Stone County Planning and Building Department with your application.

Stone County
Planning and Building Department

220 E. Cavers Avenue; Wiggins, MS
Phone 601-928-2810 Fax: 601-928-2991
build@stonecountymms.gov

Procedure for Commercial / Industrial Site Plan Approval

Submit the following to the Planning and Building Department:

- Completed site plan application
- Application fee (A check for \$500.00 made payable to Stone County Planning and Building Department.)
- Deed for the proposed site
- Lease agreement with landowner
- Site plan as described in the Stone County Subdivision Regulations 2019

Digital copy of site plan emailed to build@stonecountymms.gov

If we are able to print and easily read your plans on 11x17 paper, digital copy only. If the plans cannot be easily read, then supply these paper copies:

2 copies of the site plan drawn to scale on 24" X 36" paper

1 copy of the site plan on 11" X 17" paper

1 copy on 8 ½" X 11" or 8 ½" X 14" paper

- Elevation Certificate must be included, if building in a flood zone

The Planning and Building Department will distribute the site plans to the proper agencies for review.

- If no revisions are required, the site plan will be submitted to the Stone County Board of Supervisors for approval. *(A letter of approval will be sent to the applicant from the Planning and Building Department.)*
- If revisions are required, the applicant will correct the site plan and resubmit the required copies for review. *(A letter of comments and required corrections will be sent from the Planning and Building Department to the applicant.)*

Site plans must be approved before a building permit can be issued.

After the site plan has been approved additional permit fees will be required for construction. *See the Stone County Planning and Building Department's Procedures for Obtaining Permits and permit fee schedule.*

**After a Site Plan is
approved,
Building Permits are
required.**

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@stonecountymys.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

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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 _____

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@stonecountymtms.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 _____