

B

APPLICATION FOR A MOBILE HOME PLACEMENT PERMIT

PERMIT NUMBER

ACCEPTED BY

JACKSON CO. MS.

APPROVED BY

Application is hereby made for a permit under the provisions of the Comprehensive Zoning Ordinance of Jackson County and the Building, Fire Prevention and other applicable Codes of Jackson County and any amendments thereof, for the erection, construction, alteration, repair, relocation or change in use as indicated hereinafter and as shown in the accompanying plans and specifications and the representations therein contained are made a part of this application. In making this application the undersigned hereby acknowledges the validity of the zoning, fire prevention, building, plumbing, electrical and other applicable ordinances and codes of Jackson County, and agrees that the provisions thereof shall be binding upon applicant as a condition precedent to the issuance of a permit.

APPLICANT TO COMPLETE NUMBERED SPACES ONLY

1. PROPERTY LOCATION:
STREET NAME: _____

NUMBER: _____

LOT & BLOCK NO. (IF APPLICABLE) _____

2. OWNER'S NAME _____

PRESENT MAILING ADDRESS _____

PHONE _____

3. EXISTING USE OF PROPERTY _____

4. INTENDED USE

 SINGLE FAMILY HOME BUSINESS OFFICE OTHER _____

DO NOT WRITE IN THIS SPACE

5. MOBILE HOME REGISTRATION NUMBER: _____

6. INFORMATION

WIDTH _____

LENGTH _____

LOT SQUARE FOOTAGE _____

9. SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

(A) FLOOD PLAIN INFORMATION: FLOOD ZONE _____ CERTIFIED ELEV. IF IN "A" ZONE _____

(B) PARKING SPACES: REQUIRED _____

(C) ZONING DISTRICT: _____

(D) AREA, SETBACK REG: _____

GREATER SETBACKS (IF APPLICABLE)

(E) BOA OR PC HEARING NO. _____

REQUIREMENTS FOR MOBILE HOME PLACEMENT PERMITS

APRIL 2011

TO: Applicants for Mobile Home Placement Permits

**FROM: Marcus Catchot, Building Official
Jackson County, Mississippi**

Mobile homes must be in compliance with Mississippi State Rules and Regulations, Regulation MH-5, put out by the State Fire Marshall's Office. **ONLY ZONE II AND Zone III MOBILE HOMES ALLOWED IN JACKSON COUNTY.**

A. Application (Submit the following)

1. Completed Mobile Home Placement Application Form
2. Legal Description of the Property (Proof of ownership by way of a Warranty Deed or Deed of Trust) with parcel number.
3. An approved site evaluation report (see General Notes) or a letter from a local utility company indicating availability of water and sewer.
4. Certification letter from the Jackson County Utility Authority indicating sewer and/or water system(s) complies with its requirements for respective system(s).
5. Certificate of Compliance (For Flood Zone "V")
6. Site Plan (Drawn to scale indicating property and setback lines, mobile home location with distances from property lines, septic tank and drain field location, water well location, driveway, culverts and other site features)
7. Mobile Home Registration Certificate (Obtain from County Tax Collector's Office)
8. Signed lease/purchase agreement or letter of permission if the applicant is not the property owner.
9. Documentation of Zone II and/or Zone III mobile home is required prior to placement.

B. Inspections (Must be requested 48 hours in advance) Call (228) 769-3056

NO SPECIFIC TIME WILL BE GUARANTEED FOR INSPECTIONS. INSPECTIONS WILL BE PERFORMED AS SOON AS TIME AND ROUTING ALLOWS.

When requesting inspections, the following must be provided, the name on the permit, address and permit number.

The Wastewater System Approval Form (see General Notes) and an elevation certificate, prepared by a Registered Land Surveyor, for mobile homes located in Flood Zone A and V must be on file in our office and the following items must be inspected and found satisfactory prior to the connection of electricity being approved.

1. Mobile Home placement within approved setback lines
2. Tie-down installation
3. Power pole installation and service to mobile home electrical panel
4. Wastewater System or sewer system installation and connections

5. Health and safety issues inside and outside of mobile home
6. Mobile homes within a flood zone require permanent foundation (Dry stacked, blocks do not meet this requirement) **TEMPORARY PERMITS FOR MOBILE HOMES WILL REQUIRE ELEVATION OF THE MOBILE HOME BUT WILL NOT REQUIRE PERMANENT FOUNDATION.**

C. General Notes

1. Commencement of any work, prior to obtaining the required permits will result in doubling of all applicable permit fees.
2. Mobile Home permits will be void ninety (90) days from issuance date.
3. New on-site, wastewater systems (septic tanks) must meet the requirements of the State Department of Health. EFFECTIVE September 5, 1995, you have the option to contact the Jackson County Health Department at (228) 875-1336 or a Mississippi State Licensed Engineer of your choice to arrange for a site evaluation. Where existing wastewater systems have not been in continual use for the past six (6) months, on-site inspections are required to be performed by the State Department of Health or a Mississippi Licensed Engineer.
4. The National Electric Code requires a four (4) wire hook-up. A separate neutral and ground wire must be run. A 100-amp service requires a four (4) wire hook-up in conduit with three (3) #4 and one (1) #6 wires. A 200-amp service requires two (2) 2/0 wires, one (1) 1/0 and one (1) #6 ground wire in conduit. These wires must be in PVC or rigid conduit.
5. Power poles must be a minimum of three (3) feet and a maximum of thirty (30) feet from the mobile home.
6. Anchoring of all mobile homes shall comply with the requirements of the 2006 International Residential Code, Mississippi State Regulation MH-5, and the Code of Federal Registry 24CFR and 44CFR.

TO WHOM IT MAY CONCERN:

I HAVE BEEN ADVISED OF MOBILE HOME PLACEMENT REQUIREMENTS.

Signature of Applicant or Authorized Agent

Date

Location of Property

HELPFUL HINTS OF REQUIREMENTS NEEDED FOR MOBILE HOME INSPECTION

- A. Below is a list of requirements needed to receive 30 day power for all mobile homes
1. Mobile Home needs to be placed on a dirt pad so water does not accumulate under mobile home.
 2. Mobile Home will need to be blocked and anchored per manufacture requirements.
 3. The inspector needs to be able to enter the mobile home
 4. Need three foot of work space in front of the service panel. Electrical panel must be wired and grounded to the rod with # 4 copper wire. Panel may not have any openings.
 5. Need address posted with 4 inch numbers visible from road.
 6. Need steps with handrail on at least one side at all exterior doors.
 7. Smoke detectors are required in all bedrooms and halls.

MOBILE HOME FINAL INSPECTION

- B. Listed below are hints of what the inspector will check for the Mobile home final inspection.
1. Inspector is required to enter the mobile home
 2. Need to check all receptacles
 3. Check all GFIC receptacles for bathroom, kitchen and exterior of home
 4. Will test all smoke detectors
 5. Check for leaks in plumbing

JACKSON COUNTY UTILITY AUTHORITY

Directors

- Brad Bradford • Ocean Springs
- Wayne Adams • Jackson County
- Jackie Elly • Moss Point
- Bob Stephens • Ganier
- Jim Blevins • Pascagoula
- Doug Shore • Jackson County
- Randy Bosarge • Jackson County

To: Landowners
 From: JCUA
 Re: Water and Wastewater service to individual parcels
 Date: April 1, 2008

If a Landowner is planning to construct a structure(s) on an individual parcel, the Landowner must receive a certification from the Jackson County Utility Authority prior to construction. This certification is to verify the type of water and wastewater services that the Landowner plans to install for the structure is acceptable to the Authority. JCUA will notify the Landowner of possible future wastewater treatment and potable water distribution plans for the Authority, where applicable.

Certification Process for Jackson County Utility Authority:

1. Landowner shall complete the attached application and submit to JCUA with required information and fee.
Note: If property located in Classification "A" below, item 7, on the application, shall be completed by service provider. Owner should request item 7 be completed by the service provider, when form is obtained, to save time.
2. The Authority will review the application and comment based on the location of the proposed structure. Below are the possible classifications with further instructions:
 - a. Classification A - If the structure is located inside an existing municipality or a utility service provider's certificated area the Authority will approve the Landowner to connect to the existing public water and wastewater services (i.e. sanitary sewer system and domestic potable water system). You, the Landowner, shall receive verification from the utility provider that services are available at your structure and coordinate the connection of these utilities to your structure with municipality or utility district.
 - b. Classification B - If the structure is not located within the service limits of the proposed infrastructure improvements. Under this classification the Authority may approve you, the Landowner, to continue with installation of individual water and wastewater systems. Landowner shall be responsible for obtaining approval for installation of systems with MS Department of Health. Approval shall be submitted to the Authority prior to construction.
 - c. Classification C - If the structure is located within the service limits of the proposed infrastructure improvements of the Authority. In this situation, it will be recommended that the Landowner make provisions for connecting to these future utilities when they become available. The Authority will provide recommendations to reduce the modifications required when these utilities become available to you, the Landowner. It shall be mandatory to connect to these utilities when they become available. Thus, the Authority encourages you, the Landowner to install the recommended systems if you are in this category. Further instruction will be provided by the Authority once determination of location is established. Landowner shall coordinate with MS Department of Health for approved locations of wastewater treatment and potable water supply.
3. Once the Authority has certified the Landowner's plans for water and sewer service the certification is valid for one (1) year from the date of the approval. All required systems must be installed within this time frame.
4. A fee of \$25.00 must be paid to the Jackson County Utility Authority prior to the release of the Certification Letter.
5. Once you receive a certification letter, you have met the requirement of the Authority for construction. This letter must be provided to the local governing agency to receive a building permit.
6. If the Landowner receives correspondence, other than approval, please provide the requested additional information or contact Jackson County Utility Authority for questions.

Note: Approval/Certification from the Authority does not override any approvals or permits required from any other governing agency. All requirements must be met as required by MS Department of Health, Local Planning Department(s), MS Department of Environmental Quality, and other governing agencies. It is the Applicant's responsibility to coordinate approval and installation of the proposed water and wastewater services with the appropriate municipality or service provider.

1225 Jackson Avenue, Pascagoula, Mississippi 39567 • Phone (228) 762-0119 • Fax: (228) 762-3299 • www.jacksoncountyutilityauthority.com

AN EQUAL OPPORTUNITY EMPLOYER AND UTILITY PROVIDER

APPLICATION FOR SEWER AND WATER CERTIFICATION
Single Parcel - Landowner
JACKSON COUNTY UTILITY AUTHORITY

1. Name of Applicant: _____
2. Address of Applicant: _____
3. Phone Number: _____
4. E-mail Address: _____

5. Address or legal description of proposed structure(s) for which certification is requested:
(Section, Township, Range, address and/or description with nearest cross roads)

6. Is the location of the proposed structure(s) within a municipality (a city) or a water and/or sewer district? Yes/No (circle one) *(If your answer is "NO" go to 8; if your answer is "YES" go to 7.)*

7. Do you propose to connect your structure(s) to a public water and/or sewer system?
Water: Yes/No (circle one), Sewer: Yes/No (circle one)
(If your answer is "NO" to either water or sewer, go to No. 8 and complete the required information for the system in which you answered "NO"; if your answer to No. 7 is "YES" to water and/or sewer, get verification from utility provider, then complete all other requirements with the application, sign the application as indicated below, and return the application to the Jackson County Utility Authority.)

Potable Water Provider: _____
Municipality or Utility District

Verification Signature: _____

Name and Title: _____
(Please Print)

Sewer Service Provider: _____
Municipality or Utility District

Verification Signature: _____

Name and Title: _____
(Please Print)

8. Describe the individual water and/or sewer system you propose to provide for the structure, if you do not intend to connect your structure to a public water and/or sewer system. *(Attach to your application any plans, engineering drawings or specifications you have for your proposed individual water and/or sewer system on 8 1/2"x11" or 8 1/2"x14" paper.)*

9. If you do not intend to connect your structure to a public water and/or sewer system, then you shall obtain approval from the MS Department of Health for an individual onsite water and/or sewer system, please provide all correspondence with the MS Department of Health.

10. Attach boundary description or plat of parcel and describe approximate location of structure(s) as to the relation to property lines and adjacent roads. *(Submit on 8 1/2"x11" or 8 1/2"x14" paper.)*

 APPLICANT SIGNATURE

 DATE

**** Note: If public utilities are available to the property, then connection will be required. ****

UPON COMPLETION OF THIS APPLICATION, SUBMIT THE APPLICATION AND ANY REQUIRED ATTACHMENTS TO THE "JACKSON COUNTY UTILITY AUTHORITY", 1225 JACKSON AVE., PASCAGOULA, MS 39567. A FEE OF \$25.00 MUST BE PAID PRIOR TO THE RELEASE OF THE "CERTIFICATION LETTER." IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION OR THE PROCEDURE, PLEASE CONTACT ALEXANDRIA DIXON, STAFF ENGINEER, AT THE JACKSON COUNTY UTILITY AUTHORITY, 228-762-0119.



JACKSON COUNTY UTILITY AUTHORITY

Directors

Brad Bradford • Ocean Springs
Wayne Adams • Jackson County
Jackie Elly • Moss Point
Bob Stephens • Gautier
Jim Blevins • Pascagoula
Doug Shore • Jackson County
Randy Bosarge • Jackson County

To: Developers
From: JCUA
Re: Water and Wastewater service to Developments
Date: March 1, 2008

If a Developer is planning to construct a development within Jackson County, the Developer shall receive approval from the Jackson County Utility Authority prior to construction. This approval process begins with completing and submitting the attached "Application for Sewer and Water." This Application is to provide the Authority with sufficient information to verify the location and utility demands of the development so that the Authority can determine the type of water and wastewater services the Developer shall install. The Developer shall provide the Authority with sufficient information to determine the demand the development will impose on the Authority's systems within this Application.

Process for Approval from Jackson County Utility Authority:

1. Developer shall complete attached Application and return with required information.
2. Authority will determine location of development in respect to the municipalities, existing utility districts, and the Authority's Master Plan for water and sewer infrastructure and notify the Developer of what systems will be required for treatment of wastewater and distribution of potable water. It will be the responsibility of the Developer to obtain the standards for the governing agencies and "Rules and Regulations" for the Authority and meet these requirements.
3. The Authority will determine capacity of the Authority's existing water and wastewater systems in the area prior to providing Developer a "Letter of Intent to Serve" his/her development. This Letter will be conditional and shall not be considered as an approval for construction from the Authority. Developer will be required to pay all applicable fees to the Authority and meet the requirements of the governing agencies prior to approval being granted from the Authority. Letter of Intent to Serve will not guarantee capacity until all applicable fees are received by the Authority.

Note: If development located within a municipality or existing utility district, then Developer shall also obtain "Letter of Intent to Serve" from that governing body and submit to the Authority as proof that, the governing body is notified of the Developer's intentions. Otherwise the Authority will not provide a "Letter of Intent to Serve."

4. Developer shall submit plans for review to the governing body.
 - a. If the development is located within jurisdiction of existing municipality or utility district, the Developer shall submit his/her water and sewer plans to that entity for review. Written approval of review of the water and sewer plans shall be submitted to the Authority from the governing entity, MS Dept. of Environmental Quality, and MS Dept. of Health. Once all approvals have been submitted, JCUA will grant Approval on the basis of that entity's review.
 - b. If development is located within the certificated area of the Authority, the developer will submit the water and sewer plans for the development to the Authority for approval. The Authority will review these plans and comment. Developer shall also obtain review approval from MS Dept. of Environmental Quality and MS Dept. of Health and submit approval letters prior to receiving approval from the Authority.

Note: Approval from the Authority does not override any approvals or permits required from any other governing agency. All requirements must be met as required by MS Department of Health, Local Planning Department(s), MS Department of Environmental Quality, and other governing agencies. It is the Applicant's responsibility to coordinate approval and installation of the proposed water and wastewater services with the appropriate municipality or service provider.

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Information Regarding Proposed Developments
Jackson County Utility Authority

1225 Jackson Ave., Pascagoula, MS 39567 · 228-762-0119 · Fax 228-762-3299

Applicant Name _____
 (Municipality, Individual, Corporation, Developer, etc.)

Project Name _____

Contact Person _____ Title _____

Mailing Address _____
 Street and Number City State Zip Code

Email Address _____ Phone () _____

Engineer of Record _____
 Firm Contact Person

Mailing Address _____
 Street and Number City State Zip Code

Email Address _____ Phone () _____

Project Location ¹ _____

 Approximate Location (Include Section, Township and Range, Address)

Is project located within existing municipality or utility district? ² _____
 If "YES", within what municipality or utility district is the project located? _____

Project Description _____

 (Commercial/Industrial (expected use), Residential (lot size), Mixed Use (expected uses), etc.)

Will development be constructed in phases? _____ If so how many? _____

Projected Phasing Schedule _____

Total # of acres to be Developed: _____

	Current Phase		Future Phases	
	This Phase	Lots	Total All Future Phases	
Single Family Residential	_____	_____	_____	
Multi Family Residential	_____	Units	_____	
Commercial/Industrial Demands	Water	_____	GPD	_____
	Sewer	_____	GPD	_____
	Fire	_____	GPM	Duration _____ Hours

Applicant's Signature _____ Date _____

¹ Attach Legal Description or Surveyed Plat (if Available)

² If "YES" provide correspondence from Utility Provider that water and sewer service will be supplied.