

# A

## APPLICATION FOR A RESIDENTIAL BUILDING PERMIT

PERMIT NUMBER \_\_\_\_\_

ACCEPTED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

JACKSON CO. MS.

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 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. CLASS OF WORK**

NEW     ADDITION     ALTERATION     REPAIR     ACCESSORY BUILDING  
 OTHER \_\_\_\_\_

**3. OWNER**

PRESENT ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**4. CONTRACTOR**

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**5. EXISTING USE OF PROPERTY****6. INTENDED USE****7. VALUATION OF WORK**

DO NOT WRITE IN THIS SPACE

**8. STRUCTURE INFORMATION**

SQ. FT. OF LOT \_\_\_\_\_

**BUILDING SIZE**

WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_

HEIGHT \_\_\_\_\_  
(ROOFTOP)LIVING AREA \_\_\_\_\_  
(SQUARE FOOTAGE)OTHER \_\_\_\_\_  
(SQUARE FOOTAGE)TOTAL \_\_\_\_\_  
(SQUARE FOOTAGE)**BUILDING MATERIALS:**

FOUNDATION \_\_\_\_\_

EXT. WALL \_\_\_\_\_

INT. WALL \_\_\_\_\_

ROOF \_\_\_\_\_

**9. SIGNATURE**

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY****(A) FLOOD PLAIN INFORMATION:** FLOOD ZONE \_\_\_\_\_ BASE FLOOD ELEVATION \_\_\_\_\_**(B) ZONING DISTRICT** \_\_\_\_\_

ORIG	VIC		SEC	TS	RG	FL	CLASS	UNITS	
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**(C) AREA, SETBACK REG:**  
GREATER SETBACKS (IF APPLICABLE) \_\_\_\_\_

FIRM # \_\_\_\_\_ PANEL # \_\_\_\_\_

**(E) BOA OR PC HEARING** \_\_\_\_\_

DATE OF PANEL \_\_\_\_\_

**(E) CHECK FOR ADDITIONAL SETBACKS**

SUFFIX \_\_\_\_\_ FLOODWAY \_\_\_\_\_

REQUIRED LOWEST  
FLOOR ELEVATION \_\_\_\_\_

# REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

APRIL 2011

**TO: Applicants for Residential Building Permits**

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

## **A. Application (Submit the following)**

1. Completed Residential Building Permit 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, building footprint and distance from property lines, septic tank and drain field location, water well location, driveway, culverts and other site features)
7. The construction documents shall be prepared by a registered design professional (section 106.1). Specifications and Scaled Drawings (submit 2 set) – Minimum 1/4" scale, all drawings must be of the same scale.
  - a. Foundation Plan and Details
  - b. Floor Plan(s)
  - c. Exterior Elevations
  - d. Typical Wall Section(s)
  - e. Framing Details may be required
  - f. Power, Lighting and Panel Board Schedule
  - g. Heat, Ventilation and Air Conditioning Plan
  - h. Plumbing Plan(f, g and h may be included in the floor plans)
8. Certificate of elevation from a registered professional engineer or surveyor that certifies that (based on construction drawings) the lowest floor will be elevated to comply with applicable regulations.
9. Stormwater Drainage Plan
10. Construction Site Runoff Controls Checklist (Completed and Signed)
11. Self-Contractor Letter signed by the property owner (when applicable)

## **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 APPROVED RED-LINED SET OF PRINTS SIGNED BY THE BUILDING OFFICIAL ARE REQUIRED ON-SITE FOR INSPECTIONS.

1. Footing, when required
2. Rough Plumbing and Foundation (before pouring concrete)
3. Wall Rough-In (before enclosing walls)
4. Insulation Inspection
5. Temporary Non-Occupancy (30 Day Power)
6. Final (after completion of ALL work-including permanent erosion control)

**C. General Notes**

1. Residential building permits are valid for 180 days. A 90 day extension may be granted if there have been substantial improvements or construction during the initial 180 days.
2. Commencement of any work, prior to obtaining the required permits will result in doubling of all applicable permit fees.
3. Failure to schedule/receive required inspection will result in Stop Work Order and/or doubling of all applicable permit fees.
4. Construction site will have adequate restroom (Porto-let) facilities on site at start of construction (site preparation).
5. Construction site will have adequate Dumpster for construction debris, to be placed once foundation has been completed and prior to framing.
6. 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. Where mobile homes (with wastewater systems) are being replaced by a new, single-family residence, a re-inspection of the wastewater system by the State Department of Health or a Mississippi State Licensed Engineer of your choice is required unless the applicant can provide documentation of a previous inspection, to the Planning Department.
7. The permit holder is responsible for ensuring that no erosion or escape of soil, sand, gravel or similar material from said parcel onto any public street or into any drainage channel or structure during or after construction. Failure to do so may cause your permit to be revoked. AN APPROVED CONSTRUCTION ENTRANCE WILL BE REQUIRED IN SUBDIVISIONS WITH OPEN DITCHES AND MAY BE REQUIRED ON OTHER CONSTRUCTION SITES. At anytime that the stormwater regulations are not in compliance, a stop work order may be issued and a re-inspection fee may be assessed.
8. Issuance of permits and inspections by this office shall not relieve architects, engineers, contractors, subcontractors, or owners of their responsibilities relating to full compliance with the applicable, adopted codes of Jackson County.

**I HAVE BEEN ADVISED OF RESIDENTIAL BUILDING REQUIREMENTS.**

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Signature of Contractor or Authorized Agent      Date

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Location of Property

# JACKSON COUNTY PLANNING DEPARTMENT

2902 Shortcut Road, Building A  
Pascagoula, Mississippi 39567-4199

Phone: (228) 769-3351

Fax: (228) 769-

Building Official  
3116

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Dear Prospective Home Builder:

Our Building Department looks forward to assisting you in the construction, repair or remodeling of your home. We encourage you to seriously consider hiring a licensed contractor to perform the work; however, if you choose to act as your own contractor, we will assist you in any way possible.

I want to insure that, if you are going to act as your own general contractor, you understand some of the liabilities you undertake. The following comments are for your protection:

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 costs, unemployment compensation, law suits for lost wages and workers compensation. We are not aware of any existing homeowners or builders risk policies covering this type of loss.
2. You may be responsible for withholding taxes on all persons working under your direction and supervision. This includes unemployment taxes, social security taxes and matching social security benefit taxes for each person.
3. If you do not obtain contractors general liability insurance, you may be personally liable for any injury of any person, other than those mentioned above, who is hurt on your property while construction is in progress. To our knowledge, your homeowners or builders risk policies do not cover this type of loss.
4. The Mississippi Supreme Court has ruled in a precedent setting case that all persons named as contractors 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 (6) years after construction with you being the general contractor on the permit, then you may assume this responsibility. Any secondary waiver cannot supersede this responsibility with any person or uninsured company.
5. If a homeowner employs a General Contractor, it eliminates claims being made by subcontractors and others against the owner to a great extent. If an owner acts as General Contractor, this protection may be lost.

6. The homeowner who acts as a General Contractor is also responsible for code violations and any penalties in addition to being responsible for corrections to be made, at your cost.

The above list is not intended to be legal guide but to only point out some of the problems that you may face acting as your own General Contractor. Please sign below stating that you have read and understand the liabilities you may be accepting if you list yourself as a contractor on the permit application.

Respectfully submitted,

Marcus Catchot  
Building Official

_____ Signature of Prospective Home Builder	_____ Date
_____ Location of Property	
_____ Signature of Witness	_____ Date

# JACKSON COUNTY PLANNING DEPARTMENT

2902 Shortcut Road, Building A  
Pascagoula, Mississippi 39567-4199  
(228) 769-3351

## CONSTRUCTION SITE RUNOFF CONTROLS CHECKLIST

This checklist shall accompany the Building Permit Application and is to be completed before construction begins for all developments which anticipate land disturbance during construction. The purpose of this checklist is to monitor compliance with the Jackson County Zoning Ordinance, Stormwater Regulations of the Environmental Protection Agency and the Stormwater Regulations of the Mississippi Department of Environmental Quality.

1. What is the land area disturbed by the construction of this project? \_\_\_\_\_ Acres
2. Is the land area greater than one (1) acre? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. If the land area is greater than one (1) acre, has compliance with the requirements of the Mississippi Department of Environmental Quality and the United States Environmental Protection Agency been attained?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
4. Check below the best management practices that will be used in the completion of this project.

- |                          |                                    |                          |                                 |
|--------------------------|------------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Land Grading                       | <input type="checkbox"/> | Vegetated Buffer                |
| <input type="checkbox"/> | Permanent Diversions               | <input type="checkbox"/> | Construction Sequencing         |
| <input type="checkbox"/> | Preservation of Natural Vegetation | <input type="checkbox"/> | Temporary Diversion Dikes       |
| <input type="checkbox"/> | Construction Entrances             | <input type="checkbox"/> | Wind and Sand Fences            |
| <input type="checkbox"/> | Check Dams                         | <input type="checkbox"/> | Brush Barriers                  |
| <input type="checkbox"/> | Filter Berms                       | <input type="checkbox"/> | Silt Fence                      |
| <input type="checkbox"/> | Grass Lined Channels               | <input type="checkbox"/> | Storm Drain Inlet Protection    |
| <input type="checkbox"/> | Chemical Stabilization             | <input type="checkbox"/> | Site Waste Management           |
| <input type="checkbox"/> | Mulching                           | <input type="checkbox"/> | Vehicle Washing and Maintenance |
| <input type="checkbox"/> | Permanent Seeding                  | <input type="checkbox"/> | Sediment Basins and Rock Dams   |
| <input type="checkbox"/> | Sodding                            | <input type="checkbox"/> | Sediment Filters/Textiles       |
| <input type="checkbox"/> | Soil Roughening                    | <input type="checkbox"/> | Sediment Trap                   |
| <input type="checkbox"/> | Geotextiles                        | <input type="checkbox"/> | Temporary Slope Drain           |
| <input type="checkbox"/> | Gradient Terraces                  |                          |                                 |
| <input type="checkbox"/> | Soil Retention                     |                          |                                 |
| <input type="checkbox"/> | Spill Prevention and Control Plans |                          |                                 |

If you should need additional information concerning this, please contact Darrell Stringfellow at (228) 769-7458 or the Mississippi Department of Environmental Quality. Please sign below stating that you will comply with the Stormwater Regulations to the best of your ability.

Respectfully submitted,

Darrell Stringfellow  
Sr. Inspector/Subdivision Coordinator

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location of Property



# JACKSON COUNTY UTILITY AUTHORITY

## Directors

Bob Stephens • Jackson County  
Doug Shore • Jackson County  
Wayne Adams • Jackson County  
Brad Bradford • Ocean Springs  
A. Jackle Elly • Moss Point  
Terry Monk • Gautler  
Robbie Maxwell • Pascagoula

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. 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.
5. 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 Ave., Pascagoula, MS 39567

Phone: 228-762-0119 Fax: 228-762-3299, E-mail: [jcuu@bellsouth.net](mailto:jcuu@bellsouth.net)

Forms can be viewed on the Jackson County Utility Authority's Website: [www.jacksoncountyutilityauthority.com](http://www.jacksoncountyutilityauthority.com)

# 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 <sup>1</sup> \_\_\_\_\_  
Approximate Location (Include Section, Township and Range, Address)

Is project located within existing municipality or utility district? <sup>2</sup> \_\_\_\_\_  
 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			
	<small>This Phase</small>	<small>Total All Future Phases</small>			
Single Family Residential	_____	Lots _____			
Multi Family Residential	_____	Units _____			
Commercial/Industrial Demands	Water _____	GPD _____			
	Sewer _____	GPD _____			
	Fire _____	GPM _____	Duration _____		Hours _____

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Attach Legal Description or Surveyed Plat (if Available)  
<sup>2</sup> If "YES" provide correspondence from Utility Provider that water and sewer service will be supplied.

**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 8½"x11" or 8½"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 8½"x11" or 8½"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.