

# B

## APPLICATION FOR A MOBILE HOME PLACEMENT PERMIT

JACKSON CO. MS.

PLAN CASE NUMBER:

PERMIT NUMBER:

ACCEPTED BY:

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: \_\_\_\_\_ PARCEL # / 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 \_\_\_\_\_

7. SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### FOR OFFICE USE ONLY

(A) ZONING DISTRICT : \_\_\_\_\_ COMMENTS: \_\_\_\_\_

(B) FLOODPLAIN INFORMATION:

ORIG	VIC	SEC	TS	RG	FL	CLASS	UNITS				
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FLOOD ZONE: \_\_\_\_\_

BASE FLOOD ELEVATION : \_\_\_\_\_

FLOODPLAIN APPROVAL: \_\_\_\_\_

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

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

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

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PLANNING DEPARTMENT**

**REQUIREMENTS FOR MOBILE HOME PLACEMENT PERMITS**

Mobile homes must be in compliance with Mississippi State Rules and Regulations, Regulation MH-5, put out by the State Fire Marshal'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 (601)576-7400.
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. An Elevation Certificate, prepared by a Registered Professional Engineer or Land Surveyor, must be on file in our office prior to the start of any construction if the building location is in a Flood Zone A or V. \*Three Elevation Certificates will be required – (1) Construction Drawings, (2) Building Under Construction and (3) Finished Construction.
6. A V-Zone and Breakaway Design Certificate, prepared by a Registered Professional Engineer or Land Surveyor, must be on file in our office prior to the start of any construction. (For Flood Zone "V")
7. Site Plan (Legal Survey 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)
8. Mobile Home Registration Certificate (Obtain from County Tax Collector's Office)
9. Signed lease/purchase agreement or letter of permission if the applicant is not the property owner.
10. Documentation (Data Plate) of Zone II and/or Zone III mobile home is required prior to placement. (See attached example of a Data Plate.)

**B. Inspections (Must be requested 48 hours in advance) Call (228) 471-1142**

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.

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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 PERMANANT FOUNDATION (Dry stacked blocks do not meet this requirement).

**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. You have the option to contact the Jackson County Health Department at (601) 576-7400, 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 and/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. The anchoring of all mobile homes shall comply with the requirements of the 2018 International Residential Code, Mississippi State Regulation MH-5, and National Manufactured Home Construction and Safety Standards Act (42 U.S.C. 5401, et. seq.).

**TO WHOM IT MAY CONCERN:**

**I HAVE BEEN ADVISED OF MOBILE HOME PLACEMENT REQUIREMENTS.**

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Signature of Applicant or Authorized Agent

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Date

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Location of Property