

HARRISON COUNTY CODE ADMINISTRATION

228-832-1622

INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

- 1. NEED ZONING APPROVAL FOR INTENDED USE & SETBACKS APPROVED BY ZONING ADMINISTRATOR, PATRICK BONCK (831-3367).**
- 2. COMPLETE THE BUILDING APPLICATION.**
- 3. PROVIDE TWO SETS OF PLANS OF THE DWELLING YOU ARE PLANNING TO BUILD.**
- 4. PROVIDE A PLOT PLAN SHOWING BUILDING ON PROPERTY WITH SETBACKS FROM FRONT, SIDES & REAR PROPERTY LINES.**
- 5. PROVIDE A COPY OF THE DEED, TAX RECEIPT, OR SIGNED CONTRACT OF THE PROPERTY YOU ARE BUILDING THE DWELLING ON. IF RENTAL PROPERTY; MUST ALSO HAVE A SIGNED LEASE AGREEMENT FROM PROPERTY OWNER. NOTE: IF THE PROPERTY IS IN A SPECIAL FLOOD HAZARD AREA ADDITIONAL INFORMATION WILL BE REQUIRED.**
- 6. THE SOIL EVALUATION CERTIFICATE (FORM 335) AFTER SOIL TEST IS COMPLETED BY THE HARRISON COUNTY HEALTH DEPARTMENT (1-855-220-0192 OR HEALTHYMS.COM/WWAPPLY). IF A NEW SEPTIC TANK, OR SEWER TREATMENT PLANT IS BEING INSTALLED. ONCE INSTALLED WE MUST HAVE FINAL CERTIFICATE OF ACCEPTANCE FROM THE HEALTH DEPARTMENT (FORM 910). NO POWER WILL BE CALLED IN TO THE POWER COMPANY UNTIL FINAL CERTIFICATE IS IN THIS OFFICE. IF UTILIZING AN EXISTING SEPTIC SYSTEM CURRENTLY IN USE WE WILL REQUIRE A FORM 910 FROM THE HEALTH DEPARTMENT. IF UTILIZING AN EXISTING SEPTIC SYSTEM CURRENTLY NOT IN USE WE WILL REQUIRE A PUMPER'S AFFIDAVIT FROM A LICENSED SEPTIC SYSTEM INSTALLER STATING THE SYSTEM HAS BEEN INSPECTED AND APPROVED.**
- 7. IF CONNECTING TO AN APPROVED SEWER AND WATER SYSTEM YOU WILL BE REQUIRED TO FURNISH A LETTER OF ACCEPTANCE FROM THE UTILITY COMPANY PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.**
- 8. PROPER ACCESS TO PROPERTY (CULVERT) – MUST BE INSTALLED PRIOR TO FINAL INSPECTION. FOR INFORMATION ON INSTALLATION CONTACT HARRISON COUNTY ROAD DEPARTMENT AT 896-0201.**