

**Christina Swearingen, CFM**  
**Coahoma County Floodplain Administrator**  
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## **FLOODPLAIN BUILDING PERMIT STEPS**

**No cash.** Checks or money orders made out to Coahoma County

1. **Elevation Certificates**—1<sup>st</sup> Elevation Certificate is required before construction starts and must be submitted before building permit is issued. **2nd Elevation Certificate** -Required after the top of bottom floor is placed to ensure that the BFE + 18” of freeboard is included. **Final Elevation Certificate**- required after structure is completed.
2. **Building Contractors & Septic System Installers** - must carry a valid MS State license. Plumbers & Electricians must carry certification (not a privilege license) before issuance of permits.
3. **Need an E911 address?** - Applies only to new addresses Call Johnny Tarzi, E911 Coordinator (662)624-3041.
4. **Septic Systems** - Contact the Mississippi State Department of Health to obtain an individual onsite wastewater permit. Available online at [HealthyMS.com/wwapply](http://HealthyMS.com/wwapply) Guidance on filling out the new form will be offered through a staffed call center (855)220-0192 and most fees will be paid online. Pre-existing (installed before July 2014) systems must be certified by a Mississippi licensed installer. New systems must be engineer designed.

***Flood Venting – Applies to ALL structures built below the required BFE + 18” freeboard. (This includes detached garages, carports, storage sheds, pole barns, and hay sheds). The total net area of all opening must be at least 1 square inch for each square foot of enclosed area. Flood vents should be no higher than 1 foot above interior grade. Vent openings should allow the passage of a 3” sphere. In addition, must permit the automatic flow of floodwaters in both directions and automatically equalize hydrostatic flood loads on exterior walls.***

Bring one (1) copy of architectural plans (if over 5,000 sq.ft.) or scaled detailed drawings for the building inspector.

All permit applications (building, electrical, plumbing, and gas) are available in our office or online. All permits must be paid at one time.

**\*PERMIT RECEIPIENTS ARE RESPONSIBLE FOR SCHEDULING INSPECTIONS**  
**Minimum 48 hours in advance.— Richard Dickson (662)645-0657**