

BUILDING PERMIT STEPS

Building Contractors must carry a valid MS State license. Plumbers & Electricians must carry certification (not a privilege license) before issuance of permits.

1. Need an E911 address? Call Johnny Tarzi, E911 Coordinator (662)624-3041.
2. **Individual Waste Water State law requirement**: Contact the Mississippi State Department of Health to obtain an individual onsite wastewater permit/recommendations. Available online at HealthyMS.com/wwapply (855)220-0192 and most fees will be paid online. The Contractor should have the soil evaluated prior to any construction.
3. The Homeowner/Contractor must give a copy of the Permit/Recommendations from the State Dept of Health to the Planning Dept. **BEFORE** a building permit can be issued.
4. The Planning Dept. has to receive a copy of the installer's maintenance agreement affidavit, installer affidavit, and the final inspection report from the State Dept of Health **BEFORE** a Certificate of Occupancy is issued.
5. Call Richard Dickson, for building plans review and zoning approval of property & set-backs. (662)645-0657. Bring one (1) copy of stamped architectural plans (if over 5,000 sq.ft.) or (2) copies scaled drawings.
6. Call the Coahoma County Road Department (662)624-3024 for culvert placement. They will determine the location and size required.
7. Call the Coahoma County Tax Collector's office (662)624-3006 to get your tax parcel ID number –this step is required for issuance of a building permit.

All permits including electrical, gas, and plumbing permits must be paid in full **BEFORE** issuance of a Building permit.

NO CASH. Checks or money orders only. Paid to Coahoma County.

The Contractor or Homeowner is responsible for scheduling all inspections with the County Building Inspector 48 hours in advance - Richie Dickson (662) 645-0657