

PEARL RIVER COUNTY  
PLANNING & DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
PROCEDURE FOR OBTAINING PERMITS

**RESIDENTIAL OR COMMERCIAL**

- \_\_\_ 1. **E-911 ADDRESS: (Driveways must be flagged. You must call E-9-1-1 Office when driveway is flagged before address can be pulled)**

IF IN A SUBDIVISION, NEED OFFICIAL SUBDIVISION PLAT MAP.  
IF IN AN UNAPPROVED SUBDIVISION, NEED UNAPPROVED  
SUBDIVISION FORM COMPLETED.

E-911 OFFICE'S LOCATED AT: 402 S MAIN ST POPLARVILLE  
PHONE 601-403-2205 FAX 601-403-2209  
8:00 a.m. - 5:00 p.m. Mon. - Fri.

- \_\_\_ 2. **APPROVAL FROM PRC UTILITY AUTHORITY. THIS OFFICE WILL SEND VERIFICATION TO AUTHORITY AND THEY WILL CONTACT YOU WITH APPROVAL. CONTACT # 601-799-5259**

- \_\_\_ 3. **PRELIMINARY APPROVAL OF SEPTIC SYSTEM FROM PEARL RIVER COUNTY HEALTH DEPARTMENT. HEALTH DEPARTMENT REQUIRES THE FOLLOWING:**

- a. PLOT PLAN (SURVEY) OF PROPERTY WITH HOUSE AND DRIVE PLOTTED. LEGAL DESCRIPTION OF PROPERTY (WARRANTY DEED).
- b. E-911 ADDRESS OF PROPERTY.
- c. \$50.00 CHARGE

7547 Hwy 11 Carriere MS  
M-F 8:00 a.m. - 11:30 a.m. & 1:00 pm - 4:00 pm  
Phone: 798-5354 Fax: 798-5853

- \_\_\_ 4. **COPY OF RECORDED DEED TO PROPERTY OR LETTER FROM PROPERTY OWNER IF APPLICANT DOES NOT OWN PROPERTY**
- \_\_\_ 5. **2 COMPLETE SETS OF HOUSE PLANS. (COUNTY KEEPS A COPY ON FILE)**
- \_\_\_ 6. **SITE PLAN OR SURVEY (BOTH NEEDED FOR COMMERCIAL BUILDING).**
- \_\_\_ 7. **MISSISSIPPI STATE CONTRACTORS NAME AND LICENSE NUMBER.**

***IF PARCEL IS LOCATED WITHIN A FLOOD ZONE AN ELEVATION CERTIFICATE WILL BE REQUIRED.***

IF TOTAL LAND DISTURBANCE IS GREATER THAN 1 ACRE AND LESS THAN 5 ACRES, A PERMIT FROM MDEQ WILL BE REQUIRED OR IF LAND DISTURBANCE IS GREATER THAN 5 ACRES, A NPDES PERMIT FROM MDEQ WILL BE REQUIRED.

**ITEMS 1 - 7 ARE NEEDED TO OBTAIN A BUILDING PERMIT**

**FINAL SEPTIC APPROVAL FROM HEALTH DEPT. IS NEEDED TO OBTAIN CERTIFICATE OF OCCUPANCY**  
(You Must Notify Health Dept. When Ready For the Final Inspection of Septic)

**A BUILDING PERMIT MAY BE OBTAINED IN THE DEPARTMENT OF PLANNING AND DEVELOPMENT BUILDING DIVISION OFFICE LOCATED AT:**

402 S MAIN ST  
POPLARVILLE, MS 39470  
PHONE: 403-2300 Ext. 202  
8:00 a. m. - 5:00 p.m. Mon. - Fri.

**COST OF PERMITS: REFER TO PERMIT FEE SCHEDULE**

**YOUR APPLICATION FOR AN ADDRESS/PERMIT WILL BE VOID AFTER SIX MONTHS. IF PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF THE APPLICATION, A NEW APPLICATION FOR THE ADDRESS/PERMIT WILL BE REQUIRED.**

**PEARL RIVER COUNTY  
PLANNING & DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
PROCEDURE FOR OBTAINING PERMITS**

**MOBILE HOME**

- \_\_\_\_\_ 1. **E-911 ADDRESS:** (*Driveways must be flagged. You must call E-9-1-1 Office when driveway is flagged before address can be pulled*)
- E-911 OFFICE LOCATED AT:  
402 S ,MAIN ST.  
POPLARVILLE, MS 39470  
PHONE: 601-403-2205  
8:00 a.m. - 5:00 p.m. MON. - FRI.
- \_\_\_\_\_ 2. **PROOF OF WIND ZONE OF THE MOBILE HOME MUST BE PROVIDED BEFORE ADDRESS VERIFICATION CAN BE RELEASED FOR THE HEALTH DEPT. AND THE TAX OFFICE FOR NEW MOBILE HOMES MOVING INTO THE COUNTY.**  
**PEARL RIVER COUNTY REQUIRES A WIND ZONE 2, WIND ZONE 3, OR HURRICANE ZONE MOBILE HOME**
- \_\_\_\_\_ 3. **APPROVAL FROM PRC UTILITY AUTHORITY:** THIS OFFICE WILL FAX VERIFICATION AND THEY WILL CONTACT YOU WITH APPROVAL. CONTACT # 601-799-5259.
- \_\_\_\_\_ 4. **FINAL SEPTIC APPROVAL FROM PEARL RIVER COUNTY HEALTH DEPARTMENT. HEALTH DEPARTMENT NEEDS THE FOLLOWING:** (You Must Notify Health Dept. When Ready For Final Inspection)
- a. PLOT PLAN (SURVEY) OF PROPERTY WITH HOUSE AND DRIVE PLOTTED. LEGAL DESCRIPTION OF PROPERTY (WARRANTY DEED).
  - b. E-911 ADDRESS OF PROPERTY.
  - c. \$50.00 CHARGE
- 7547 Hwy 11  
Carriere MS 39426  
Monday-Friday  
8:00a.m. - 11:30a.m. &  
1:00 p.m. - 4:00 p.m.  
Phone: 798-5354  
Fax: 798-5853
- \_\_\_\_\_ 5. **COPY OF RECORDED DEED TO PROPERTY OR LETTER FROM PROPERTY OWNER IF APPLICANT DOES NOT OWN PROPERTY**
- \_\_\_\_\_ 6. **COPY OF MOBILE HOME REGISTRATION FROM TAX OFFICE.**
- a. Bill of Sale
  - b. Title application
  - c. Address verification from Addressing Office
  - d. Required fees (Fees vary)

***IF PROPERTY IS LOCATED WITHIN A FLOOD ZONE AN ELEVATION CERTIFICATE WILL BE REQUIRED.***

**A BUILDING PERMIT MAY BE OBTAINED IN THE DEPARTMENT OF PLANNING AND DEVELOPMENT BUILDING DIVISION OFFICE LOCATED AT:**

402 S MAIN ST  
POPLARVILLE, MS 39470  
PHONE: 403-2300 Ext. 202  
8:00 a. m. - 5:00 p.m. Mon. - Fri.  
CLOSED 12-1 FOR LUNCH

**ELECTRICAL PERMIT: \$ 25.00**

**MOBILE HOME PERMIT: \$ 100.00**

**YOUR APPLICATION FOR AN ADDRESS/PERMIT WILL BE VOID AFTER SIX MONTHS. IF PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF THE APPLICATION, A NEW APPLICATION FOR THE ADDRESS/PERMIT WILL BE REQUIRED.**

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**UTILITY BUILDING/ ADDITIONS/ REMODELING**

- \_\_\_ 1. E-911 ADDRESS: *(Driveways must be flagged. You must call E-9-1-1 Office when driveway is flagged before address can be pulled)*

E-911 OFFICE LOCATED AT:  
402 S MAIN ST. POPLARVILLE, MS 39470  
8:00 a.m. - 5:00 p.m. MON. - FRI.  
PHONE: 601- 403-2205

- \_\_\_ 2. APPROVAL FROM PRC UTILITY AUTHORITY: THIS OFFICE WILL SEND VERIFICATION TO AUTHORITY AND THEY WILL CONTACT YOU WITH APPROVAL. CONTACT # 601-7995259

- \_\_\_ 3. APPROVAL OF SEPTIC SYSTEM FROM PEARL RIVER COUNTY HEALTH DEPARTMENT REQUIRED ONLY WHEN BUILDING OR ADDITION WILL BE CONNECTING TO SEPTIC.

HEALTH DEPARTMENT REQUIRES THE FOLLOWING:

- a. PLOT PLAN (SURVEY) OF PROPERTY WITH HOUSE AND DRIVE PLOTTED. LEGAL DESCRIPTION OF PROPERTY (WARRANTY DEED).
- b. E-911 ADDRESS OF PROPERTY.
- c. \$50.00 CHARGE

7547 Hwy 11 Carriere MS 39426  
M-F 8:00a.m. - 11:30a.m. & 1:00 p.m. - 4:00 p.m.  
Phone: 798-5354 Fax: 798-5853

- \_\_\_ 4. COPY OF RECORDED DEED TO PROPERTY

- \_\_\_ 5. 2 COMPLETE SETS OF PLANS

***IF PROPERTY IS IN A FLOOD ZONE AN ELEVATION CERTIFICATE IS REQUIRED.***

**POWER POLE PERMIT**

**(A POWER POLE PERMIT IS FOR SERVICE TO WELLS, GATES, RV'S etc. Not For Mobile Homes)**

- \_\_\_ 1. E 9-1-1 ADDRESS. (SEE INSTRUCTIONS ABOVE)
- \_\_\_ 2. COPY OF DEED OR LETTER FROM PROPERTY OWNER IF APPLICANT DOES NOT OWN PROPERTY
- \_\_\_ 3. CURRENT TAG RECEIPT FOR RV'S.  
RV MUST BE SELF CONTAINED.  
IF RV IS CONNECTING TO SEPTIC, APPROVAL FROM PRC UTILITY AUTHORITY AND FINAL SEPTIC APPROVAL FROM HEALTH DEPARTMENT IS REQUIRED.

**BOTH PERMITS CAN BE OBTAINED IN THE DEPARTMENT OF PLANNING AND DEVELOPMENT BUILDING DIVISION OFFICE LOCATED AT:**

402 S MAIN ST POPLARVILLE, MS 39470  
PHONE: 403-2300 Ext. 202  
8:00 a. m. - 5:00 p.m. MON. - FRI.

**COST OF PERMITS: REFER TO FEE SCHEDULE**

**YOUR APPLICATION FOR AN ADDRESS/PERMIT WILL BE VOID AFTER SIX MONTHS. IF PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF THE APPLICATION, A NEW APPLICATION FOR THE ADDRESS/PERMIT WILL BE REQUIRED.**