



Hancock County Building & Zoning

854 Highway 90

Bay St. Louis, MS 39520

Telephone (228) 467-4157 Fax (228) 466-4744

NEW RESIDENTIAL CONSTRUCTION

The following is required for obtaining a Hancock County Building Permit. Please have all required information available before beginning the permit application process.

1. 911 Address

18335 Hwy 603

Kiln, MS 39556

Phone: 228-467-8192

Storm Preparedness Building

2. Copy of PERK Test from the State Dept. of Health and/or a "Will Serve" letter from the Water/Sewer Dept. that will provide service to the property.
3. Copy of the **Recorded Deed** (Chancery Office 228-467-5404) to the property and **notarized** letter from the property owner if applicant does not own the property.
4. Completed Building Application
5. **Two** Complete sets of house plans
6. Plot plan showing how far off the property lines the structure will be located.
7. Elevation Certificate if the property is located within a Special Flood Hazard Area.

The following is required before **FINAL POWER** is approved:

- a) **An Established Account** with the Power Company
- b) **Final Elevation Certificate** if in a flood zone
- c) **Final approval** of Wastewater Disposal System by the Hancock Co. Health Department.



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Effective October 1, 2011

Residential Builders Requirements

Permits for the following:

Residential Electrical, Residential Plumbing, Residential Mechanical (HVAC)

will be required by the Hancock County Building Department to be obtained by a **Licensed Sub-Contractor** in the designed craft in which they perform work. The individual permit fee will be \$26.00 each for the sub-contractors performing electrical, plumbing and mechanical work under Licensed Residential Builders.

Homeowners Requirements

Homeowners construction a single family dwelling to occupy as their primary residence will also be required by the Hancock County Building Department to obtain the individual permits for electrical, plumbing and mechanical (HVAC) work they chose to perform themselves with no fees required.

If the Homeowner decides to have a Licensed Contractor do the work instead, then the Licensed Contractor of the craft will be required to obtain the proper permit for the work to be performed and be responsible for the permit fee established above.

Mississippi State Board of Contractors Important Notice:

Mississippi Law requires that a Written Disclosure for Residential builders and Remodelers be provided at the time of contracting to the person the work is being performed for whether there is general liability insuring the work.

Mississippi State Department of Health
Phone – 855-220-0192 or 601-991-6030

To apply for a Perk Test or Septic Installation Inspection

Go to www.healthynms.com/wwapply

In middle of page click on the box – **Apply Online Now** – follow the instructions
Or

Go to bottom of page to - **I NEED A...**

Last link in that column- **Wastewater Application**

New Application Process

Follow the Steps:

Step 1: File a complete application. Our application forms for new onsite wastewater systems are now online. Apply online using the button below:

Apply Online Now

You may also use our printable [PDF application forms](#).

Step 2: Return documents to us by [email](#) fax or mail to our physical location (see [contact information](#) and map below). Please include identifying information with any submitted documentation.

Step 3: Pay fees. Once we receive a complete application, we will email you a link to an online payment system. Follow the link to pay your fee.

Read all directions carefully and fill out each information box accordingly.

If community water and/or sewer is available for the property you must connect to the service. You will need to provide a letter from that Department's office stating they will provide service to the property.

Utility Authority Office –	467-3702
Hancock Water/Sewer Dept. -	467-6208
Kiln Water/Sewer Dept. -	255-2595
Standard Dedeaux -	255-6800
Pearlington -	533-0037
Utility Services LLC -	872-4904 or 855-340-0111
Pearl River -	601-798-3130
Central Water Assoc. -	601-798-1401