

**City of Picayune Code Enforcement** (revised 09/13/10)  
**CHECK LIST FOR NEW CONSTRUCTION BUILDING PERMITS**  
(601) 798-9770

1. \_\_\_\_\_ Bring in your Current Warranty Deed and Survey.
2. You may go to the Tax Office to obtain your:  
\_\_\_\_\_ a. The Tax Parcel Number of your property. \_\_\_\_\_
3. Your **Physical ADDRESS** is issued from the Code Enforcement Office Phone # (601) 798-9770  
\_\_\_\_\_

**4. \_\_\_\_\_ Your must pay your Sewer Fees at the Pearl River County Utility Authority (601) 799-5259 prior to obtaining your building permit, and your Water and Gas Tap Fees at City Hall Utility Department. (601) 798-9776**

5. To obtain your building permit:

**Residential :**

- \_\_\_\_\_ a. Two **Complete** Sets of Plans to include the following:
- \_\_\_\_\_ b. Floor Plans
- \_\_\_\_\_ c. Foundation Plan
- \_\_\_\_\_ d. Electrical Plans include service & panel locations
- \_\_\_\_\_ e. Building Elevations
- \_\_\_\_\_ f. Show all Plumbing fixture locations
- \_\_\_\_\_ g. Flood Zone Info (Elevation Certificate if needed)
- \_\_\_\_\_ h. Plot Plan showing existing buildings & Proposed buildings & setbacks from all property lines. **(Show Size of proposed driveway)**

**Commercial:**

- \_\_\_\_\_ a. Two Complete Sets of Plans. to include the following:
- \_\_\_\_\_ b. Survey
- \_\_\_\_\_ c. Site Plan /Plot Plan
- \_\_\_\_\_ d. Floor Plan
- \_\_\_\_\_ e. Foundation Plan
- \_\_\_\_\_ f. Electrical Plans include service & panel loc.
- \_\_\_\_\_ g. Mechanical Layout with # of BTU's
- \_\_\_\_\_ h. Building Elevations
- \_\_\_\_\_ i. Show Plumbing Riser Detail
- \_\_\_\_\_ j. Show Parking Layout & **Driveway Size**
- \_\_\_\_\_ k. Landscaping & Green Space
- \_\_\_\_\_ l. Grading, Drainage and Paving Plans
- \_\_\_\_\_ n. Site Review Approved
- \_\_\_\_\_ n. Flood Zone Info. (Elevation Certificate if needed)

**RESIDENTIAL & COMMERCIAL**

\_\_\_\_\_ MS Certified Architect or Engineer  
(stamp plans over 5000 square feet or three stories)

**\*\* AFTER ALL FINAL INSPECTIONS are completed, You will be issued a CERTIFICATE OF OCCUPANCY from the Code Office. Then you need to call the Pearl River County E-911 office for an E-911 Serial Number (601) 403-2210, before Final power is issued.**