

City of Picayune Code Enforcement
CHECK LIST FOR NEW CONSTRUCTION BUILDING PERMITS

(revised 2/07/13)

(601) 798-9777

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) 798-9777

4. _____ You must pay your Sewer Fees at the Pearl River County Utility Authority (601) 799-5259 prior to obtaining your building permit,

5. To obtain your building permit: Follow the Residential or Commercial list below:

6. _____ You must pay your Water and Gas Tap Fees at City Hall Utility Department. (601) 798-9776, after obtaining your Building Permit.

Residential :

- _____ a. One **Complete** Set of Plans and one digital copy
- _____ 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. One Complete Set of Plans. and one digital copy
- _____ 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
(Stamped 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) 403-2201 or 601-749-7731, before Final power is issued.**