PLANNING COMMISSION

201 French's Alley; Senatobia, MS 38668
662-562-5733

BUILDING PERMIT PROCEDURES

1. **All applications are applied online now at MGOconnect.org. Please read all the instructions below before applying and read all online instructions to set up your New Customer Account. The help number for this site is 985-851-0760 and they are very helpful if you need it.**

2. Upon approval of the site and an application issued for the building permit, our office will issue you an E911 Address, if needed.

3. The applicant will need to contact the Mississippi Wastewater Department for the well and septic permit. Their phone number is 1-855-220-0192 or you can go online and fill out the application at http/healthyms.com/wwapply to apply and you will have to include your deed and survey or aerial view to that department through an email and pay for their application. They will then proceed to visit your site to determine the sewer and water requirements and send you their determination through another email. After you have your well and septic installed, your installer will submit his paperwork to them, and they will return for their final inspection. The company installing your septic is responsible for contacting the Wastewater Department to schedule their final visit. Then you will receive a "FINAL" email that needs to be forwarded to us at spayne@tatecountyms.gov before your FINAL Inspection is requested.

4. Note: PLEASE, if you are in a **Water District,** contact them to begin their process now, instead of later in your building process, to get water to your home. *If you wait, you may be delayed weeks from getting into your home due to their timeline. These are the phone numbers for the local water associations:*

   ***Arkabutla Water Association**: 662-562-8456* ***Cottonville/Savage Water Association**: 662-562-2420*
   ***Delta Rain, Inc**: 662-934-5602* ***Looxahoma Water Association**: 662-562-7342* ***New Image Utilities**: 662-562-8456*
   ***Senatobia Utilities**: 662-562-8288* ***Strayhorn Water Association**: 662-562-9428*

5. PLEASE place readable signage close beside your drive with your Address and Permit Number displayed for inspectors and all deliveries. NO MASONRY MAILBOXES ARE ALLOWED

6. PLEASE contact the Tate County Road Manger to have your driveway evaluated for the size of the culvert you will need to place if a new driveway is being installed. The number is 662-562-4647 and wait for the Road Manager extension.

7. Progress inspections required by the 2018 International Residential Code will be as follows on the next page and are requested online.

8. Once all inspections have been made and approved, the mechanical, electrical, and plumbing permits are pulled for your building; and the Wastewater FINAL approval letter is received, then the Certificate of occupancy will be issued

Minimum Lot Requirements:		
Without Community Water in:	Community Water	1.0 Acre
	Zones AR1, R1, R2, C1, CC & M1	1.5 Acres
	A1 Zones	3 Acres
	Agricultural	10 Acres

Minimum Building Setbacks (*if not in a subdivision):*
If in a subdivision, please check your subdivision covenants for your setback requirements.

Front: 100 Feet from center line of the public road or 75 Feet from property line

Sides: 30 Feet from each side property line

Rear: 50 Feet from rear property line

Residential Dwellings Required Inspections

TATE COUNTY IS UNDER THE 2018 INTERNATIONAL RESIDENTIAL CODE

All inspections must be called in to the office. Not to a cell phone.

- **FOUNDATIONS — Conventional or Block & Fill Slab or Monolithic Slab**
  1. Footing ditch to firm soil
  2. Minimum depth - 12"
  3. Reinforcement — (3) #4 Rebar or (2) #5 Rebar
  4. Concrete — minimum 8" poured

- **OPEN DITCH PLUMBING — SLABS ONLY**
  1. Water — approved piping
  2. Drain — PVC-DWV or equal
  3. Water Drain Testing
     (a) Each section shall be filled with water to a point not less than 5 feet above the highest point in the completed system.
     (b) Water shall be held in the system under test for a period of 15 minutes.

- **CONVENTIONAL FLOOR**
  1. Floor joist prior to sub-floor deck installation

- **SLAB**
  1. Compacted fill material.
  2. For concrete slab-on-ground pour, requirement:
     (a) Perimeter footing reinforcement-(3) #4 Rebar or (2) #5 Rebar
     (b) 6 x 6 — 10-gauge remesh or approved fiber concrete
     (c) Termite protection
     (d) Minimum thickness — 3 ½ inch
     (e) Mud sill anchors or ½" bolts with flat washers
  3. *Tate County may require or will accept an Engineer's Certification Report in place of the slab inspection.*

- FRAMEWORK
    1. All framework completed with roofing complete
    2. Plumbing rough-in includes fuel gas (if applicable)
    3. Electrical rough-in
    4. Mechanical (HVAC) rough-in
    5. Brick ties - (if applicable)

- FINAL
    1. Residence must be completed and all equipment operable
    2. Principal *applicant* must be present.
    3. After Final Inspection approval and the submittal of Health Department approval for water and the on-site septic system, a Certificate of Occupancy will be issued.
    4. ***NOTE — RESIDENCE MUST NOT BE OCCUPIED PRIOR TO A FINAL INSPECTION.***

2018 IRC
R105.8 Responsibility

It shall be the duty of every person who performs work for the installation or repair of buildings, structures, electrical, gas, mechanical or plumbing systems, for which this code is applicable, to comply with this code.