



Hancock County Building & Zoning

854 Highway 90 Suite A

Bay St. Louis, MS 39520

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

NEW MOBILE HOME

The following is required for obtaining a Hancock County Building Permit for a New Mobile Home. Please have all required information available before beginning the permit application process. The fee for a mobile home permit is **\$101.00**. **DO NOT** place the mobile home on property without the permit. Doing so will result in an After – the – Fact fee of \$101.00. Our office accepts cash, checks, and credit/debit cards.

1. Copy of **Recorded Warranty Deed** (Chancery Office (228) 467-5404) to the property or **notarized** letter from the property owner if applicant does not own the property.
2. Tax Parcel Number (228) 467-5727
3. E-911 Address – Located in Building & Zoning (228) 467-4157
4. Health Dept. Recommendation (perk test) or Proof of Service with Water & Sewer Dept. On-Site Waste Water Call Center for septic tanks 855-220-0192
Hancock Co. Water & Sewer Department (228) 467-6208
5. Building Permit Application
6. Plot Plan showing where Mobile Home will be placed on property.
7. Proof of Mobile Home Wind Zone ****Must Be Wind Zone 2 or Greater****. **If the mobile home is older than a 1995, we need proof of Wind or Hurricane Rating.**
8. Letter from Mobile Home Company stating **how high in INCHES the mobile home is being placed off the ground.**
9. **If the property is located in a FLOOD ZONE an elevation certificate and foundation plan is required.**

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

1. Final Elevation Certificate if in a flood zone
2. Mobile Home Registration
3. **Final Approval** of Waste Water Disposal System(septic tank) by the Hancock Co. Health Dept.

MAKE SURE THE STATE FIRE MARSHLL HAS BEEN OUT TO INSPECT THE MOBILE BEFORE YOU CALL IN FOR YOUR INSPECTION