

**Hancock County Building & Zoning**  
**854 Highway 90 Suite A**  
**Bay St. Louis, MS 39520**  
**Office (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 the property without the permit. Doing so will result in an After – the –Fact fee of \$101.00. Our office accepts the following forms of payment: cash, checks, and credit/debit cards.

1. Obtain the property Tax Parcel Number \_\_\_\_\_  
From the Hancock County Tax Office 854 Hwy 90 Suite C (228) 466-5791
2. E-911 Address to the property  
Storm Preparedness Building  
18335 Hwy 603, Kiln, MS 39556  
(228) 467-8192
3. Copy of **Recorded Warranty Deed** to the property from the Chancery Office (228) 467-5404 **and** a **notarized** letter from the property owner if applicant **does not** own the property.
4. 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.
5. Completed Permit Application
6. Plot plan showing where the Mobile Home will be placed on the property.
7. Proof of Mobile Home Wind Zone. **\*\* Must Be Wind Zone 2 or Greater\*\***. **If the mobile home is older than a 1995, The Wind or Hurricane Rating is required.**
8. **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 through the Tax Office – 228-467-4425
3. **Final Approval** of Waste Water Disposal System (septic tank) by the Hancock Co. Health Dept.
4. **State Fire Marshalls Inspection of dirt pad and tie downs**

Septic tanks are regulated by the **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.healthmys.com/wwapply](http://WWW.healthmys.com/wwapply)

**To start an application, mouse over "I want to apply for...>"', then pick your option in the left margin.**

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 or receipt from that Department's office stating they will provide service to the property.

Hancock County Utility Authority Office  
(228) 467-3702

Pearlington Water/Sewer District  
(228) 533-0037

Hancock Water/Sewer Dept.  
(228) 467-6208

Utility Services LLC  
(228) 872-4904 or 855-340-0111

Kiln Water/Sewer Dept.  
(228) 255-2595

Central Water Assoc.  
(601) 798-3103

Standard Dedeaux Water Assoc.  
(228) 255-6800

Center Water Assoc.  
(601) 798-1401



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### **Mobile Home Foundation**

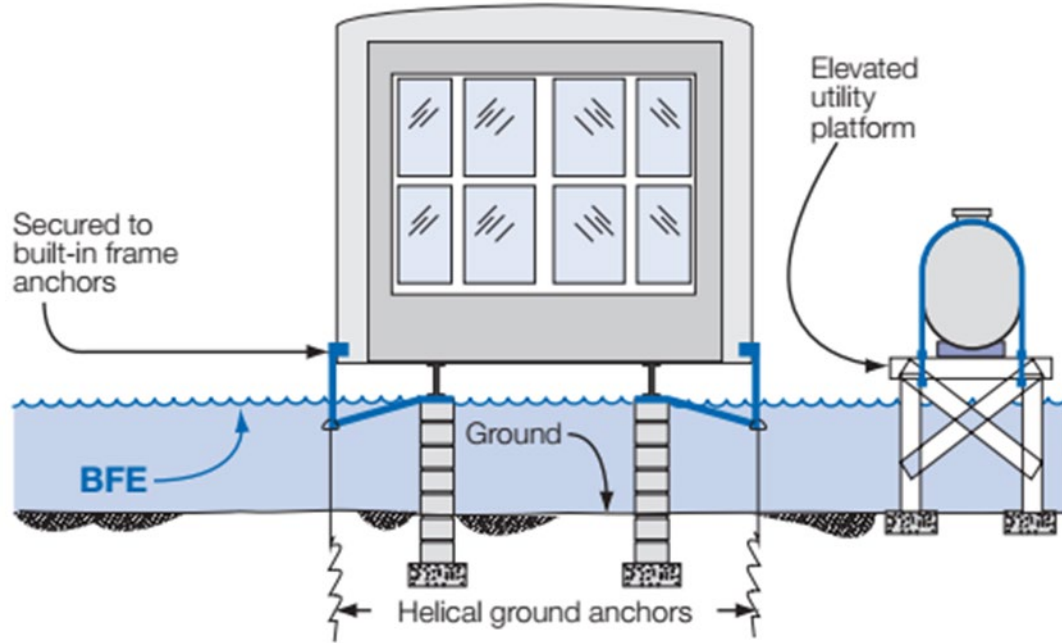
Any mobile home that is being placed in a **Special Flood Hazard Area** must submit a foundation plan to be reviewed and approved before the permit is to be issued. If being placed on blocks, **dry stack blocks are not acceptable—they will NOT withstand a flood.** The blocks must be concrete filled and reinforced with rebar. Please use the attached diagram for more details.

**If the mobile home is being placed higher than 80 inches from the ground, dry stack blocks may NOT be used and a foundation plan must be submitted.**

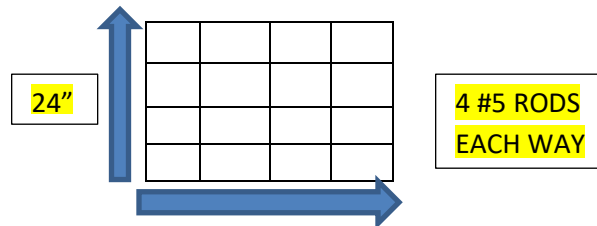
Once the foundation plan has been reviewed and approved, the permit will be issued. A **foundation inspection must be obtained before the mobile home is placed on site.**

If the mobile home is being placed in a **Non Special Flood Hazard Area**, it shall be tied-down and installed by a licensed installer in accordance to the installation manual. If an installation manual is not available, then use maximum standards available at the State Fire Marshal's Office.

## Manufactured Homes Deserve Special Attention

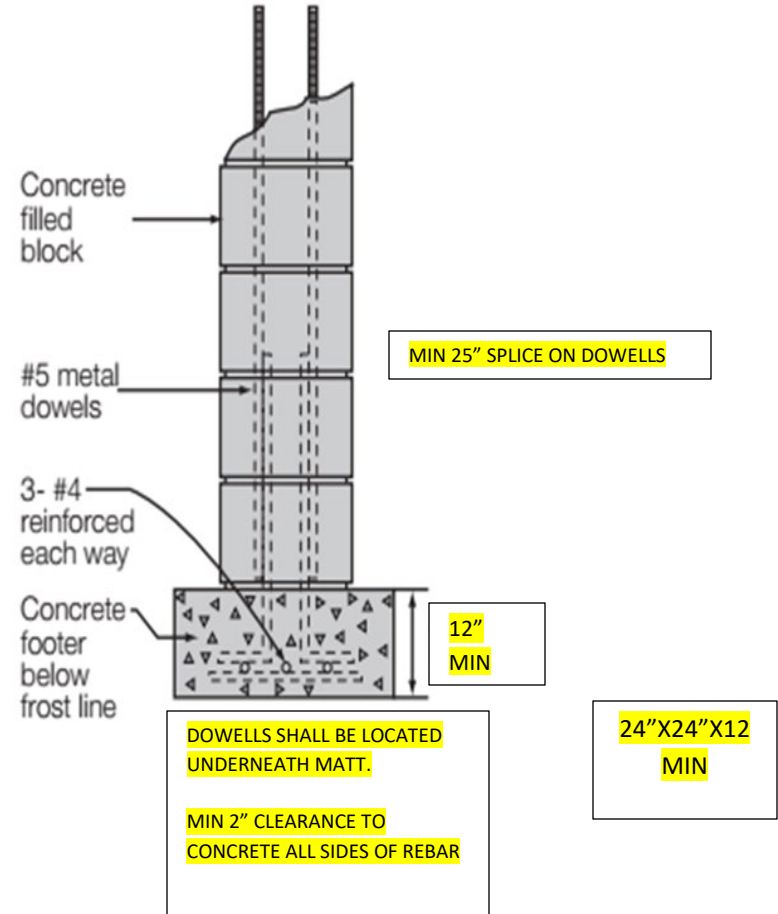


Manufactured homes must be anchored to resist flotation, collapse, or lateral movement by being tied down in accordance with the Rules and Regulations for the State Uniform Standards Code for the Factory-Built Homes Law, Regulation MH-5, §75-49-1 through §75-49-21, MS Code, 1972, annotated January 1, 2006.



Experience shows that manufactured homes are easily damaged. As little as one foot of water can cause substantial damage.

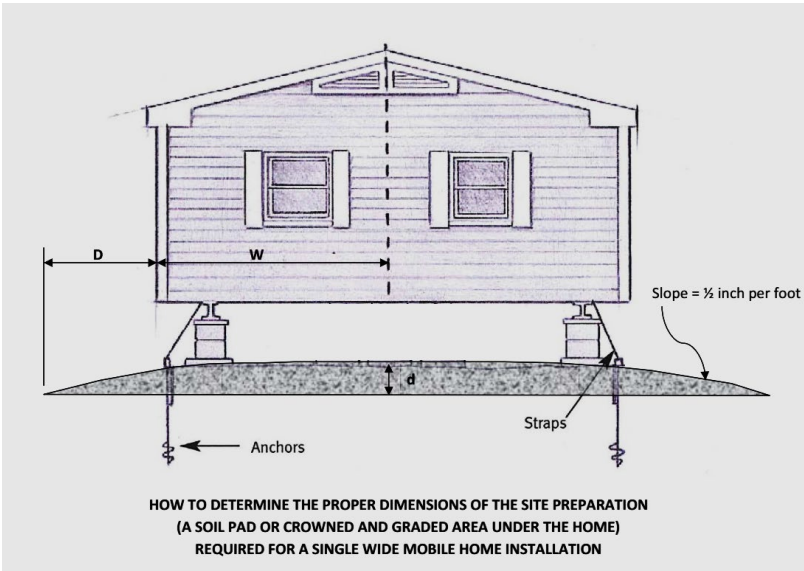
Dry stacked blocks are not acceptable - they will **NOT** withstand a flood.



**DOWELS SHALL BE LOCATED UNDERNEATH MATT.**

**MIN 2\"/>**

**24\"/>**



W = 1/2 of the width of the home, ft.  
D = distance of pad from the edge of the home = 10 ft  
d = Depth of the soil at the center of the home, inches.

$$d = (W + D) / 2$$

example calculation:

A singlewide home is 14 ft wide by 80 ft long. The dimensions of the soil pad for this home will be 14 ft (width of home) + 20 ft (10 ft on each side of the home) = 34 ft wide  
80 ft (length of home) + 20 ft (10 ft on each end of the home) = 100 ft long

Calculation for the depth of soil at the center of the home for a pad with a 1/2 inch per foot slope :

$$W = 7 \text{ ft}$$

$$D = 10 \text{ ft}$$

$$d = (7 + 10) / 2 = 17 / 2 = 8.5 \text{ inches}$$

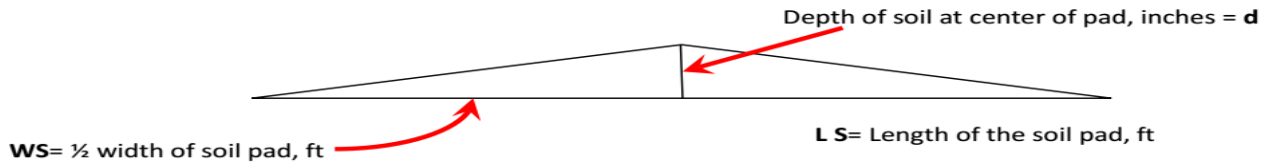


Figure 1a.

To perform an **approximate calculation of the volume of material to create the soil pad** the following equation can be used:

$$\frac{(d/12) \times WS \times LS}{27 \text{ cu. Ft./yd}} = \text{Approximate number of yards of material to build the soil pad.}$$

Example calculation:

For a single wide home that is 14 ft X 80 ft in size the following is a calculation of the estimated number of yards of soil material required to create the soil pad with the 1/2 inch slope :

For the above size of the home the dimensions of the soil pad will be 36 ft wide by 100 ft long. Soil pad will extend out 10 ft beyond all sides of the home.

If:

$$d = \text{depth of soil at the center of the soil pad, inches} = 8.5$$

$$WS = \frac{1}{2} \text{ the width of the soil pad} = \frac{1}{2} \times 34 \text{ ft} = 17 \text{ ft}$$

$$LS = \text{Length of the soil pad} = \text{Length of the home (80 ft)} + 20 \text{ ft} = 100 \text{ ft}$$

Using the above equation :

$$\frac{(d/12) \times WS \times LS}{27} = \frac{0.75 \times 17 \times 100}{27} = \text{Approx. } 47\frac{1}{2} \text{ yards of material will be needed.}$$

**Loose sands or loose gravel or other material having a soil bearing capacity less than 2000 pounds per square foot (psf) are not to be used as the soil pad fill material.**

# **STATE FIRE MARSHALLS OFFICE INSPECTION CHECKLIST**

**The installation of every manufactured home shall be inspected for each of the installation elements included in the checklist below. The checklist must include assurance that each of the following elements complies with the Manufacture's Installation Manual for new homes or with Regulation MH-5 for used homes.**

- (1) Transit / pre-occupancy damage.**
- 2) Proper wind zones placement.**
- (3) Soil conditions / Soil classifications and bearing capacity.**
- (4) Site drainage.**
- (5) Ground moisture control (vapor barrier), if required.**
- (6) Pier construction / configuration /spacing.**
- (7) Clearance under homes.**
- (8) Required perimeter supports.**
- (9) Footings.**
- (10) Ground anchor / stabilizer plate installations.**
- (11) Skirting, if present.**
- (12) Crawlspace ventilation.**
- (13) Utility connections.**
- (14) Interconnection of multi-section homes.**
- (15) Bottom board damage / repair.**
- (16) Dryer venting / appliance installation.**
- (17) Whole house ventilation.**
- (18) Proprietary foundation systems installation.**
- (19) Final leveling manufactured home.**