

COAHOMA COUNTY BUILDING PERMITS DEPARTMENT
71 Sunflower Avenue
Clarksdale, MS 38614
(662)624-9300
www.coahomacounty.net/planning
Monday - Friday
8:30am-5pm
Call To Set-Up An Appointment

BUILDING PERMIT STEPS

Permits Cannot Be Piecemeal

1. **Building Contractors must carry a valid MS State license. Plumbers & Electricians must carry certification (not a privilege license) before issuance of permits.**
2. Need an E911 address? Call Johnny Tarzi, E911 Coordinator (662)624-3041.
3. Call Mr. Wheatley, Public Health Environmentalist, and Coahoma County Health Department (662)624-8316 to evaluate the soil for drainage, septic tank system recommendations, placement, certification, and final inspection.
State law requirement:
 - a) The Contractor should have the soil evaluated prior to any construction.
 - b) The Planning Dept. has to receive a copy of *the Permit/Recommendations* report from Mr. Wheatley via Contractor before issuance of building permit.
 - c) After placement of system, the Contractor must call Mr. Wheatley for final inspection
 - d) The Planning Dept. has to receive a copy of the maintenance agreement affidavit, installer affidavit, and the final inspection report before issuance Certificate of Occupancy.
4. Call the Coahoma County Road Department (662)624-3024 for culvert placement. They will determine the location and size required.
5. Call the Coahoma County Tax Collector's office (662)624-3006 to get your tax parcel ID number –this step is required for issuance of a building permit.
6. Call Coahoma County Planning Dept. (662)-624-9300 to schedule an appointment.
7. Bring one (1) copy of architectural plans (if over 5,000 sq.ft.) or scaled drawings for the building inspector. Electrical & plumbing permits must be paid for in full **before** issuance of the building permit.
8. The permit application is available in our office or online.
9. **No cash**. Checks or money orders made out to Coahoma County.

Contractor/Homeowner must call the Building Inspector to schedule all inspections.

Inspector: _____ Phone: _____