



# JACKSON COUNTY UTILITY AUTHORITY

## UTILITY AND ENVIRONMENTAL RESIDENTIAL COMPLIANCE CERTIFICATION

### INSTRUCTION SHEET

Please visit our certification office in the Jackson County building located at **2915 Canty Street, Pascagoula, MS 39567**, next door to the planning office. For any questions or concerns, please call (228) 769-0557 or email [certifications@jcua-ms.us](mailto:certifications@jcua-ms.us) Office hours: Monday – Friday, 8:00 A.M. – 12:30 A.M. and 1:00 P.M. – 4:30 P.M.

#### YOU WILL NEED THE FOLLOWING:

1. Certification Application / Letter signed by Property Owner (Provided by JCUA) **\*\*NOTE\*\* Applicant Information Must be the Same as Provided to MSDH or Utility Provider.**
2. **MUST** Provide a Legal Description of the property being certified. (Parcel ID Number & Warranty Deed or Quitclaim Deed, Etc.) Please Attach to Application. **\*\*NOTE\*\* This Will be the Same Legal Description Provided to MSDH. The Parcel ID Number can be Acquired by Contacting the Jackson County GIS Department at (228) 769-3458 or Land Records at (228) 769-3131.**
3. **MUST** Provide a Utility Service Letter or MSDH Letter of Recommendation or Letter of Approval.
4. **MUST** Provide a Completed Appendix E Form Signed by Property Owner. (Provided By JCUA)
5. **MUST** Provide a Completed Service Line Right of Entry Permit and Utility Easement, if Applicable. (Provided by JCUA)
6. All Fees will be rendered at the time Certification is picked-up. All fees must be paid in full before Certification / Will Serve is released. **(Payable By Cash, Check, Or Card)** Fees are subject to change upon services rendered for completion of certification letter.

To ensure the Certification Process is completed in a timely manner, please ensure that all necessary documents, dates, and signatures are attached at the time the application is submitted.

Applications without all necessary documents, dates, and signatures will be considered incomplete and the process of certification will not begin until all necessary items are submitted.

#### **\*\*NOTICE\*\***

Applicant **Must** connect to all available services provided by JCUA. If property described is found to be in JCUA service area, applicant will be issued a will serve letter with a description of all applicable fees. All fees must be paid before applicant can receive their certification letter.