



City of Okmulgee

111 East 4th * PO Box 250

Okmulgee, OK 74447

Phone: (918) 758-1105 * Fax: (918) 758-1176

INSTRUCTIONS TO APPLICANT FOR COMMERCIAL BUILDING PERMIT APPLICATION

3 SETS OF SITE PLANS MUST BE SUBMITTED IN CONJUNCTION WITH THE BUILDING PERMIT APPLICATION.

THE APPLICATION, ALONG WITH THE INFORMATION REQUIRED , WILL BE ACCEPTED BY THE BUILDING OFFICIAL'S OFFICE FOR HIS REVIEW. APPLICATIONS WILL BE DATED AT THE TIME OF RECEIPT. AFTER INITIAL EXAMINATION BY THE BUILDING OFFICIAL, THE APPLICATION MATERIAL WILL BE PASSED TO OTHER STAFF MEMBERS FOR CONSIDERATION AND REVIEW. EACH DEPARTMENT SHALL PERFORM ITS REVIEW IN A THOROUGH, BUT TIMELY MANNER.

THE APPLICATION PROCESS IS NOT COMPLETE UNTIL EACH AND EVERY DEPARTMENT HAS GIVEN ITS APPROVAL. APPROVAL REQUIRES A DATE AND AN AUTHORIZED SIGNATURE. IN THE CASE OF DENIAL, AN ADDITIONAL COMMENT SHEET WILL BE ATTACHED TO INFORM THE APPLICANT OF THE CAUSE. AN INCOMPLETE APPLICATION IS NOT CAUSE FOR DENIAL BUT WILL REQUIRE FURTHER REVIEW FOLLOWING RECEIPT OF MORE INFORMATION.

WHEN THE PLAN REVIEW IS COMPLETE, ALL INFORMATION PERTAINING TO THE APPLICATION WILL BE RETURNED TO THE COMMUNITY DEVELOPMENT SECRETARY . THE SECRETARY WILL NOTIFY THE APPLICANT, WHO WILL BE ASKED TO PAY THE CALCULATED PERMIT FEE. A RECEIPT FOR THE BUILDING PERMIT COST AND A COPY OF THE BUILDING PERMIT APPLICATION WILL SERVE AS PROOF OF VALIDATED PERMIT AND MUST BE ISSUED BEFORE THE CONSTRUCTION PROJECT CAN BEGIN.



GIVE 24 HOURS NOTICE FOR INSPECTIONS
 PLANS MUST BE ON JOB BEFORE INSPECTIONS WILL BE MADE
 AT LEAST (1) INSPECTION EVERY 90 DAYS OR PERMIT EXPIRES

INSPECTIONS PERFORMED FOR 9:00A.M.- 4:00P.M.
 CALL (918) 758-1105 FOR INSPECTIONS.
 YOU MUST PROVIDE THE PERMIT NUMBER.

P.O. Box 250
 111 E. 4th Street
 Okmulgee, OK

Phone:918-758-1105
 Fax:918-758-1176

COMMERCIAL BUILDING PERMIT

Date : _____ PERMIT # _____

Water and Sewer Tap Fees must be paid in full before permit will be issued.

***Construction shall comply with 2015 OUBCC Commercial Code.* PLEASE INITIAL _____**

BUILDING ADDRESS: _____

LOT: _____ BLOCK: _____ ADDITION: _____

OWNER: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

BUILDING CONTRACTOR: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

OFFICE PHONE: _____ FAX: _____ EMAIL: _____

PROPOSED USE: _____ USE UNIT: _____ ZONING DISTRICT: _____

RESTAURANT MUST INCLUDE APPROVED HEALTH DEPARTMENT PLANS

LOT FRONTAGE: _____ CONSTRUCTION TYPE: _____

BUILDING WIDTH: _____ LENGTH: _____ BUILDING HEIGHT: _____ # STORIES: _____

DWELLING UNITS: _____ EXT WALLS: _____ # BASEMENT LEVELS: _____ SQ FEET: _____

INT WALLS: _____ ROOF: _____ LOT AREA: _____ SPRINKLER: _____

EASEMENTS: _____

NEW BUILDING	ENLARGE EXISTING BUILDING	INTERIOR REMODEL
CITY SEWER	ACCESSORY	TEMPORARY USE
CITY WATER	PRIVATE SEWER PERK TEST	CHANGE OF USE UNIT

ESTIMATE TOTAL COST OF BUILDING: _____

OF WATER TAPS: _____ SIZE: _____ FEE: _____ PAID DATE: _____

OF SEWER TAPS: _____ SIZE: _____ FEE: _____ PAID DATE: _____

IMPACT FEE: _____ AMOUNT: _____ PAID DATE: _____

DOCUMENTS REQUIRED TO BE SUBMITTED WITH PERMIT - THREE SETS OF PLANS

PERMITS:				BUILDING PERMIT FEES:	
APPLIES	TYPE	REF #	FEE		
	ZONING	_____	_____	ADMINISTRATIVE FEE:	\$10.50
	PLUMBING	_____	_____	STATE PERMIT FEE:	\$4.00
	ELECTRICAL	_____	_____	NC/RM FEE (UP TO 20,000 SQ FT):	\$.10/SQ FT _____
	MECHANICAL	_____	_____	NC/RM FEE (OVER20,000 SQ FT):	\$.20/SQ FT _____
	W/S TAPS	_____	_____	COMMERCIAL PLAN REVIEW 10% OF TOTAL	_____
	SIGN	_____	_____	RE-INSPECTION FEE (\$25):	_____
	STORMWATER	_____	_____	DATE PD: _____	TOTAL _____



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THE APPLICANT DOES HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED FOR HE APPLICATION IS TRUE AND CORRECT. THE APPLICANT FURTHER REQUESTS THAT A BUILDING PERMIT BE ISSUED ON THE BASIS OF AND SUBJECT TO THE HEREIN SET FORTH INFORMATION AS SUPPLEMENTED BE HEREWITH SUBMITTED PLANS AND SPECIFICATIONS, WITH THE UNDERSTANDING THAT ALL PERTINENT CODES AND REQUIREMENTS SHALL BE COMPLIED WITH WHETHER SPECIFIED IN THIS APPLICATION AND ACCOMPANYING PLANS AND SPECIFICATIONS OR NOT.

APPLICANTS SIGNATURE

DATE

ZONING

DATE

PUBLIC WORKS DIRECTOR

DATE

FIRE MARSHALL

DATE

BUILDING OFFICIAL

DATE

BUILDING CONTRACTOR: PHONE:

PLUMBING CONTRACTOR: PHONE:

ELECTRICAL CONTRACTOR: PHONE:

MECHANICAL CONTRACTOR: PHONE:

SUPERINTENDENT: PHONE:

SPECIAL INSPECTIONS: PHONE:



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REQUIRED INSPECTIONS	REMARKS	DATE	BY
EARTH CHANGE			
PIERS			
FOOTING			
STEMWALL			
ELECTRICAL TEMP POLE			
TEMP POLE RELEASE CALLED IN			
PLUMBING ROUGH			
SEWER TAP			
SLAB			
MECHANICAL DUCT WORK			
FRAMING ROUGH			
PLUMBING TOP OUT			
GAS PRESSURE TEST			
ELETRICAL ROUGH			
MECHANICAL ROUGH			
ELECTRICAL TEMP TO BUILDING			
RELEASE CALLED IN			
TEMPORARY GAS SERVICE			
METER RELEASE CALLED IN			
FINAL BUILDING			
FINAL PLUMBING			
FINAL ELECTRICAL			
FINAL MECHANICAL			
FINAL EARTH			



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MINIMUM REQUIREMENTS FOR ALL TYPES OF CONSTRUCTION OTHER THAN 1 & 2 FAMILY DWELLING

3 SETS OF PLANS STAMPED BY THE APPROPRIATE DESIGN PROFESSIONAL COMPLETE WITH THE FOLLOWING:

ZONING - BRYAN DUDLEY - (918) 304-5020 - BDUDLEY@OKMCITY.NET

APPLICANT CITY

- * PLAT OF PROPERTY WITH SCALE DRAWING
- * PROPERTY LINES AND DIMENSIONS
- * LOCATIONS AND DIMENSIONS OF EXISTING AND PROPOSED STRUCTURES
- * EASEMENTS
- * RIGHTS-OF-WAY

BUILDING OFFICIAL - KEVIN WESTMORELAND - (918) 758-1112 - KEVIN@OKMCITY.NET

- * OCCUPANCY/CURRENT CODES/2015 I.B.C. I.P.C I.M.C. I.F.G.C.2014 NEC
- * 2009 I.F.C. 2009 I.E.B.C.
- * STRUCTURAL PLANS STAMPED BY THE APPROPRIATE DESIGN PROFESSIONAL
- * ASSEMBLY OCCUPANCY MUST HAVE ARCHITECTURAL STAMP
- * PIERS, FOOTING, SLAB STAMPED
- * PLUMBING PLANS STAMPED
- * ELECTRICAL PLANS STAMPED
- * MECHANICAL PLANS STAMPED
- * INTERIOR & EXTERIOR FINISHES

FIRE MARSHAL - RICK CHISUM - (918) 758-1134 - FIREMARSHAL@OKMCITY.NET

- * INGRESS & EGRESS
- * SMOKE ALARMS & LOCATION
- * WINDOW & DOOR SCHEDULE
- * OCCUPANCY WILL DETERMINE TYPE AND PLACEMENT OF FIRE EXTINGUISHERS

PUBLIC WORKS DIRECTOR - RICK MILLER - (918) 756-4159 - RMILLER@OKMCITY.NET

- * CIVIL PLANS MUST BE STAMPED BY OKLAHOMA ENGINEER
- * LOCATION, SIZE AND DETAIL OF CONNECTION OF ALL WATER AND SEWER
- * EXISTING OR PROPOSED UTILITY EASEMENTS
- * GRADING PLAN AND ALL STORM DRAINAGE STRUCTURES
- * EROSION CONTROL PLAN AND NOTES PERTAINING TO THE STORMWATER
- * POLLUTION PREVENTION PLAN
- * LOCATIONS FOR TRASH DUMPSTERS
- * PROJECTS INVOLVING MAJOR UTILITY IMPROVEMENTS, PLAN & PROFILE
- * SHEETS OF THOSE UTILITIES MUST BE INCLUDED
- * FOR PROJECTS INVOLVING ACTUAL OR POTENTIALLY SIGNIFICANT STORM
- * DRAINAGE OR SANITARY SEWER ISSUES, ANALYSIS FOR SUCH LOCATES

IF A DRIVEWAY THAT ENTERS A STATE HIGHWAY IS INCLUDED IN THE PROJECT, A COPY OF THE DRIVEWAY PERMIT APPLICATION SUBMITTED TO ODOT MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION.

FOR ANY PROJECT THAT WILL DISTURB ONE ACRE OR MORE OF THE SOIL, THE APPLICANT MUST SUBMIT WITH THE BUILDING PERMIT APPLICATION, A COPY OF THE NOTICE OF INTENT (NOI) THAT WAS SUBMITTED TO THE ODEQ AS WELL AS A COPY OF THE FORMAL STORM WATER POLLUTION PREVENTION PLAN (SWP3) FOR THE PROJECT.



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DEVELOPMENT STORMWATER DETENTION QUESTIONNAIRE (OKMULGEE MUNICIPAL CODE SECTION 13.42.380)

BUILDING ADDRESS: _____

LOT: _____ BLOCK: _____ ADDITION: _____

OWNER: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

BUILDING CONTRACTOR: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

OFFICE PHONE: _____ FAX: _____ EMAIL: _____

YES NO

- 1.) IS YOUR DEVELOPMENT A SINGLE-FAMILY RESIDENTIAL HOME TO BE CONSTRUCTED ON A LOT FINAL PLATTED PRIOR TO DECEMBER 31, 2007 OR ON UNPLATTED PROPERTY?

- 2.) IS YOUR DEVELOPMENT OTHER RESIDENTIAL HOUSING BEING CONSTRUCTED ON LOTS CONTAINING TWO (2) ACRES OR LESS FINAL PLATTED OR ON UNPLATTED PROPERTIES WHERE TOTAL OWNERSHIP PRIOR TO DECEMBER 31, 2007 CONSISTS OF TWO (2) ACRES OR LESS?

IF EITHER QUESTION ABOVE IS ANSWERED "YES", SIGN AND DATE BELOW AND ANSWER NO FURTHER QUESTIONS. OKMULGEE CITY CODE STORMWATER DETENTION REQUIREMENTS OF SECTION 13.42.380 DO NOT APPLY TO YOUR DEVELOPMENT PROJECT.

APPLICANT SIGNATURE

DATE

IF THE QUESTIONS ABOVE ARE BOTH ANSWERED "NO", COMPLETE THE REMAINDER OF THE FORM. STORMWATER DETENTION REQUIREMENTS OF SECTION 13.42.380 APPLY TO YOUR DEVELOPMENT PROJECT.

YOUR DEVELOPMENT PROJECT WILL BE REVIEWED BY CITY STAFF TO MAKE A DETERMINATION CONCERNING APPLICABLE STORM DRAINAGE ORDINANCES. GENERALLY, FOR LARGE COMMERCIAL OR RESIDENTIAL DEVELOPMENT PROJECTS, INSTALLATION OF A STORM DRAINAGE SYSTEM INCLUDING ON-SITE STORMWATER DETENTION FACILITIES IS REQUIRED. GENERALLY, IF THE DEVELOPMENT IS UNLIKELY TO CONTRIBUTE TO LOCALIZED FLOODING, THE OPTION OF PAYMENT OF A FEE IN LIEU OF CONSTRUCTION STORMWATER DETENTION FACILITIES MAY BE OFFERED. FOR RELATIVELY SMALL IMPROVEMENT PROJECTS THAT ADD IMPERVIOUS SURFACE TO A DEVELOPED PROPERTY INCLUDING, BUT NOT LIMITED TO, GARAGE, CARPORT, PATIO, DRIVEWAY OR SIDEWALK PROJECTS, PAYMENT OF A FEE IN LIEU OF DETENTION WILL BE REQUIRED. IN ORDER THAT YOUR PROJECT MAY BE APPROPRIATELY EVALUATED CONCERNING STORMWATER DETENTION, PLEASE PROVIDE THE FOLLOWING INFORMATION.



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DEVELOPMENT STORMWATER DETENTION QUESTIONNAIRE (OKMULGEE MUNICIPAL CODE SECTION 13.42.380)

SMALL IMPROVEMENT PROJECT:

COMMERCIAL

RESIDENTIAL

INDUSTRIAL

OTHER

STREET ADDRESS: _____

TYPE OF STRUCTURE: _____

A PLOT PLAN DRAWN TO SCALE SHOWING LOCATION, PROPERTY DIMENSIONS AND PROPOSED CONSTRUCTION OR DEVELOPMENT MUST BE ATTACHED WITH A SUMMARY PROVIDING THE TOTAL SQUARE FOOTAGE OF IMPERVIOUS SURFACE TO BE ADDED.

LARGE COMMERCIAL/RESIDENTIAL PROJECT:

COMMERCIAL

RESIDENTIAL

INDUSTRIAL

OTHER

STREET ADDRESS: _____

TYPE OF STRUCTURE: _____

FOR COMMERCIAL OR LARGE RESIDENTIAL DEVELOPMENT PROJECTS, DESIGN AND SUBMISSION REQUIREMENTS ARE PROVIDED IN CHAPTERS 13.40 AND 13.42 OF THE OKMULGEE CITY CODE. THE OKMULGEE CITY CODE IS AVAILABLE ON THE CITY OF OKMULGEE WEBSITE (WWW.OKMULGEEONLINE.COM).

SUBMISSION OF A SITE PLAN DRAWN TO SCALE SHOWING LOCATION, PROPERTY DIMENSIONS AND PROPOSED CONSTRUCTION OR DEVELOPMENT IS NECESSARY FOR CITY STAFF TO DETERMINE WHETHER OR NOT ON-SITE STORMWATER DETENTION IS REQUIRED OR ALTERNATIVE PAYMENT OF A FEE IN LIEU OF DETENTION WILL BE ALLOWED. A SUMMARY PROVIDING THE TOTAL SQUARE FOOTAGE OF IMPERVIOUS SURFACE MUST BE INCLUDED WITH THE SITE PLAN.

APPLICANT SIGNATURE

DATE

FOR CITY USE ONLY:

_____ STORMWATER DETENTION IS REQUIRED.

_____ A FEE IN LIEU OF CONSTRUCTED STORMWATER DETENTION IS REQUIRED.

FEE CALCULATION: _____ SQUARE FEET OF ADDED IMPERVIOUS SURFACE X \$.30/SQ FT= _____.



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TAPS (WATER, SEWER & FIRE LINE) & STREET/ALLEY CUTS APPLICATION

PERMIT# _____

BUILDING ADDRESS: _____

LOT: _____ BLOCK: _____ ADDITION: _____

OWNER: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

BUILDING CONTRACTOR: _____ ADDRESS: _____

PHONE: _____ CITY, STATE & ZIP: _____

OFFICE PHONE: _____ FAX: _____ EMAIL: _____

WATER

SIZE OF SERVICE: _____ LENGTH: _____ RESIDENTIAL OR COMMERCIAL? _____

REMARKS: _____

PLUMBER: _____ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? _____

INSPECTION FEE: _____ SERVICE CHARGE: _____

SEWER

SIZE OF SERVICE: _____ LENGTH: _____ RESIDENTIAL OR COMMERCIAL? _____

REMARKS: _____

PLUMBER: _____ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? _____

INSPECTION FEE: _____ SERVICE CHARGE: _____

FIRE LINE

SIZE OF SERVICE: _____ LENGTH: _____ RESIDENTIAL OR COMMERCIAL? _____

REMARKS: _____

PLUMBER: _____ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? _____

INSPECTION FEE: _____ SERVICE CHARGE: _____

THERE IS AN INSPECTION FEE OF \$200 FOR THE SPRINKLER SYSTEM WHICH IS CHARGED ON THE PLUMBING PERMIT.

STREET OR ALLEY TRENCH CUT

LENGTH: _____ WIDTH: _____ DEPTH: _____ LOCATION: _____

DESCRIPTION: _____

CONTRACTOR: _____

TO CONSTRUCT A DRIVEWAY

TO CUT ALLEY

TO CUT STREET

MUST CARRY \$10,000 BOND FOR ALL TRENCH CUTS.

APPLICANT'S SIGNATURE _____ DATE _____

WATER/SEWER SUPERVISOR _____

STREET SUPERVISOR _____

ASSISTANT PUBLIC WORKS DIRECTOR _____

PUBLIC WORKS DIRECTOR _____



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TAPS (WATER, SEWER & FIRE LINE) PRICE SHEET

RESIDENTIAL WATER TAP SERVICE CHARGES

SIZE	TAP BY CITY	TAP BY CITY	TAP BY CONTRACTOR	TAP BY CONTRACTOR
	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS	INSPECTION FEE	METER INSTALLATION BY CITY
3/4"	\$1,465.00	\$1,615.00	\$25.00 PER SERVICE	\$285.00 PER SERVICE
1"	\$1,540	\$1,690.00	\$25.00 PER SERVICE	\$345.00 PER SERVICE
1 1/2"	\$1,970.00	\$2,120.00	\$25.00 PER SERVICE	\$575.00 PER SERVICE

NON-RESIDENTIAL WATER TAP SERVICE CHARGES

SIZE	TAP BY CITY	TAP BY CITY	TAP BY CONTRACTOR	TAP BY CONTRACTOR
	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS	INSPECTION FEE	METER INSTALLATION BY CITY
3/4"	\$1,465.00	\$1,615.00	\$25.00 PER SERVICE	\$285.00 PER SERVICE
1"	\$1,540.00	\$1,690.00	\$25.00 PER SERVICE	\$345.00 PER SERVICE
1 1/2"	\$2,670.00		\$25.00 PER SERVICE	\$1255.00 PER SERVICE
2"	\$3,435.00		\$25.00 PER SERVICE	\$1950.00 PER SERVICE
3"	\$4,740.00		\$250.00 PER SERVICE	\$2430.00 PER SERVICE
4"	\$6,530.00		\$250.00 PER SERVICE	\$4110.00 PER SERVICE
5"	\$6,830.00		\$250.00 PER SERVICE	\$4110.00 PER SERVICE
6"	\$7,860.00		\$250.00 PER SERVICE	\$5055.00 PER SERVICE
8"	\$8,310.00		\$250.00 PER SERVICE	ACTUAL COST OF METER
>8"	ACTUAL COST		\$250.00 PER SERVICE	ACTUAL COST OF METER

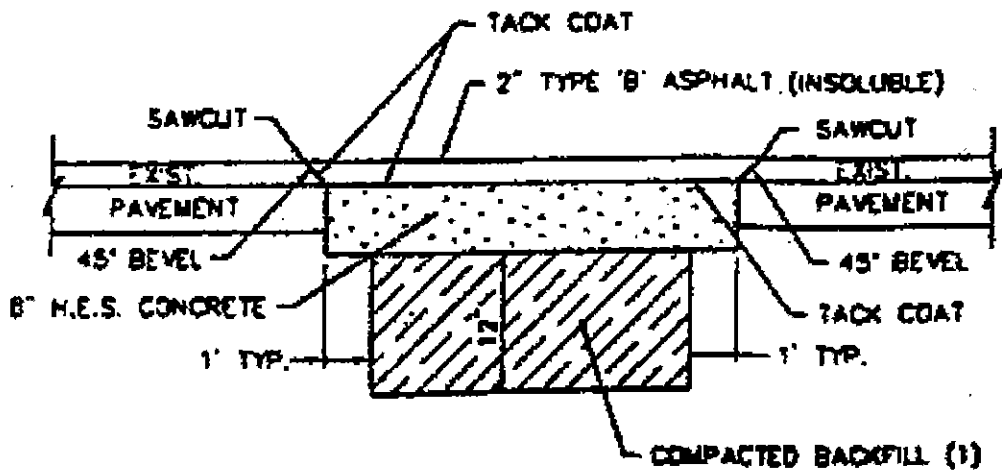
RESIDENTIAL & NON-RESIDENTIAL SEWER TAP SERVICE CHARGES

ALL SEWER TAPS ARE MADE BY THE CONTRACTOR FOR AN INSPECTION COST OF \$250.00. IN ADDITION TO THE CONNECTION AUTHORIZATION AND INSPECTION FEE, AN IMPACT FEE SHALL BE PAID BASED UPON THE SIZE OF WATER METER SERVICING ANY PROPERTY WITHIN THE CITY LIMITS, IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

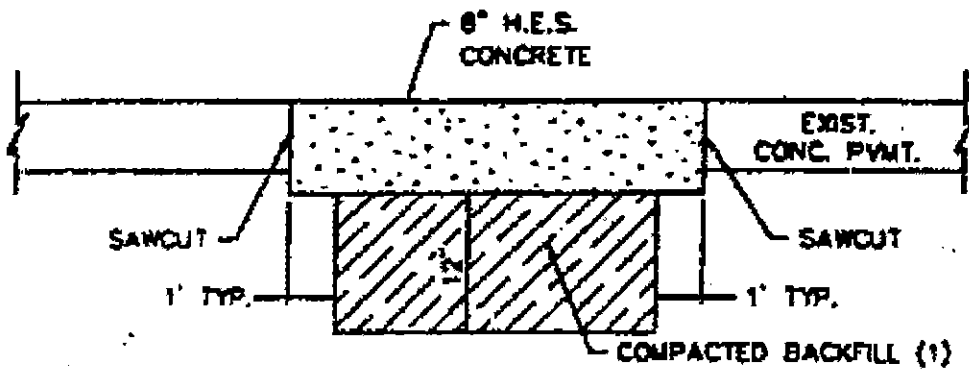
SIZE	TYPE	COST
3/4"	RESIDENTIAL	\$1,000.00
1"	RESIDENTIAL	\$1,500.00
1 1/2"	RESIDENTIAL	\$2,000.00
3/4"	COMMERCIAL	\$1,200.00
1"	COMMERCIAL	\$2,000.00
1 1/2"	COMMERCIAL	\$5,000.00
2"	COMMERCIAL	\$8,000.00
3"	COMMERCIAL	\$18,000.00
4"	COMMERCIAL	\$32,000.00
5"	COMMERCIAL	\$50,000.00
6"	COMMERCIAL	\$72,000.00
8"	COMMERCIAL	\$129,000.00

FIRE LINE TAP SERVICE CHARGES

ALL FIRE LINE TAPS ARE MADE BY THE CONTRACTOR FOR AN INSPECTION COST OF \$250.00. THERE IS A SPRINKLER SYSTEM INSPECTION COST OF \$200.00 WHICH IS CHARGED ON THE PLUMBING PERMIT.



**FULL DEPTH CONCRETE REPAIR
 FOR APC PAVEMENT**
 NOT TO SCALE



FULL DEPTH CONCRETE REPAIR
 (SEE STD. PCPR-2)
 NOT TO SCALE