

111 East 4th * PO Box 250 Okmulgee, OK 74447 Phone: (918) 758-1105 * Fax: (918) 758-1176

INSTRUCTIONS TO APPLICANT FOR COMMERCIAL BUIDING 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.



ELECTRICAL

MECHANICAL

W/S TAPS

SIGN

STORMWATER

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

COMMERCIAL BUILDING PERMIT

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

Phone:918-758-1105

Okmulgee, OK Fax:918-758-1176 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: ADDRESS: **BUILDING CONTRACTOR:** PHONE: CITY, STATE & ZIP: **OFFICE PHONE:** FAX: EMAIL: **USE UNIT:** PROPOSED USE: ZONING DISTRICT: *RESTAURANT MUST INCLUDE APPROVED HEALTH DEPARTMENT PLANS* LOT FRONTAGE: **CONSTRUCTION TYPE: BUILDING WIDTH:** LENGTH: **BUILDING HEIGHT:** # STORIES: # BASEMENT LEVELS: # DWELLING UNITS: **EXT WALLS:** 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: SIZE: PAID DATE: # OF WATER TAPS: FEE: # 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 **ADMINISTRATIVE FEE:** \$10.50 ZONING STATE PERMIT FEE: \$4.00 **PLUMBING** NC/RM FEE (UP TO 20,000 SQ FT): \$.10/SQ FT

NC/RM FEE (OVER20,000 SQ FT):

RE-INSPECTION FEE (\$25):

DATE PD:

COMMERCIAL PLAN REVIEW 10% OF TOTAL

\$.20/SQ FT

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:	
SDECIAL INSDECTIONS:	DHONE:	



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REQUIRED INSPECTIONS	REMARKS	DATE	ВҮ
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 SCHEDUAL
- * 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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STORMWATER DEVELOPMENT/EARTH DISTURBANCE PERMIT APPLICATION

BUILDING	G ADDRESS:			
LOT:	BLOCK:	ADDITION:		
OWNER:		ADDRESS:		
PHONE:		CITY, STATE & ZIP:		
BUILDING	CONTRACTOR:	ADDRESS:		
PHONE:		CITY, STATE & ZIP:		
OFFICE PI	HONE: FAX:	EMAIL:		
1.)	DOES THE PROJECT REQUIR	RE PLATTING OF THE PROPERTY?	YES	NO
2.)	DOES THE PROJECT REQUIR DRAINAGE SYSTEM?	RE ALTERATION TO THE EXISTING PUBLIC STORM		
3.)	DOES THE PROJECT REQUIR OF ANY LAND OVER ONE AC	RE EXCAVATING, GRADING, REGRADING OR LANDFILLING CRE IN SIZE?	<u>;</u>	
4.)	DOES THE PROJECT REQUIRE BERMING OR DIKING OF ANY LAND WITHIN THE CITY?			
5.)	DOES THE PROJECT REQUIR	RE THE CUT OR FILL OF ANY LAND 1/4 ACRE OR LARGER NGE OF OVER SIX INCHES?		
6.)	•	RE THE CLEARING OF REMOVAL OF MORE THAN SIX TREENCH DIAMETER AT GROUND LEVEL?	ES	
7.)	DOES THE PROJECT REQUIR FLOOD PLAIN?	RE CLEARING OR GRUBBING WITHIN THE REGULATORY		
	APPLIC	CANT SIGNATURE	DATE	
STORMW	ATER DEVELOPMENT/EARTH	H DISTURBANCE PERMIT FEE: DAT	E PD	
		E IS "YES", HAVE YOU FILED A "NOTICE OF INTENT" (NOI MWATER UNDER THE PROVISIONS OF OKR10 WITH ODE	•	
		ATER DEVELOPMENT/EARTH DISTURBANCE PERMIT CAN THE BUILDING PERMIT APPLICATION.	N BE APPROVED	. A COPY OF
	APPLIC	CANT SIGNATURE	DATE	_



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DEVELOPMENT STORMWATER DETENTION QUESTIONAIRE (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 CONSTRUCTIONG STORMWATER DETENTION FACILITIES MAY BE OFFERED. FOR RELATIVELY SMALL IMPROVEMENT PROJECTS THAT ADD IMPERVIOUS SURFACE TO A DEVELPED PROPERTY INCLUDING, BUT NOT LIMITED TO, GARAGE, CARPORT, PATIO, DRIVEWAY OR SIDEWALK PPROJECTS, 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 QUESTIONAIRE (OKMULGEE MUNICIPAL CODE SECTION 13.42.380)

SMALL IMPROVEMENT PROJECT	:		
COMMERCIAL	RESIDENTIAL	INDUSTRIAL	OTHER
STREET ADDRESS:			
TYPE OF STRUCTURE:			
	SHOWING LOCATION, PROPERTY I HED WITH A SUMMARY PROVIDIN		
LARGE COMMERCIAL/RESIDENTI	AL PROJECT:		
COMMERCIAL	RESIDENTIAL	INDUSTRIAL	OTHER
STREET ADDRESS:			
TYPE OF STRUCTURE:			
PROVIDED IN CHAPTERS 13.40 A THE CITY OF OKMULGEE WEBSIT SUBMISSION OF A SITE PLAN DR. CONSTRUCTION OR DEVELOPME STORMWATER DETENTION IS RE ALLOWED. A SUMMARY PROVIE WITH THE SITE PLAN.	SIDENTIAL DEVELOPMENT PROJECT ND 13.42 OF THE OKMULGEE CITY E (WWW.OKMULGEEONLINE.COM AWN TO SCALE SHOWING LOCATION IS NECESSARY FOR CITY STAFF QUIRED OR ALTERNATIVE PAYME DING THE TOTAL SQUARE FOOTAGE	CODE. THE OKMULGEE CITY CO 1). ON, PROPERTY DIMENSIONS AN TO DETERMINE WHETHER OR N NT OF A FEE IN LIEU OF DETENTI	DE IS AVAILABLE ON D PROPOSED OT ON-SITE ON WILL BE ST BE INCLUDED
Å	APPLICANT SIGNATURE		DATE
	FOR CITY USE ON	ILY:	
STORMWATER DETEN	ITION IS REQUIRED.		
A FEE IN LIEU OF CON	STRUCTED STORMWATER DETENT	TION IS REQUIRED.	
FEE CALCULATION:	SQUARE FEET OF ADDED IMPERV	OUS SURFACE X \$.30/SQ FT=	



ASSISTANT PUBLIC WORKS DIRECTOR

City of Okmulgee

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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: FAX: OFFICE PHONE: EMAIL: WATER LENGTH: RESIDENTIAL OR COMMERCIAL? SIZE OF SERVICE: REMARKS: PLUMBER: WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? ____ SERVICE CHARGE: INSPECTION FEE: **SEWER** LENGTH: RESIDENTIAL OR COMMERCIAL? SIZE OF SERVICE: REMARKS: WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? PLUMBER: ____ SERVICE CHARGE: INSPECTION FEE: FIRE LINE SIZE OF SERVICE: LENGTH: RESIDENTIAL OR COMMERCIAL? REMARKS: WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? PLUMBER: 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 MUST CARRY \$10,000 BOND FOR ALLTRENCH CUTS. TO CUT STREET APPLICANT'S SIGNATURE DATE WATER/SEWER SUPERVISOR STREET SUPERVISOR

PUBLIC WORKS DIRECTOR

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TAPS (WATER, SEWER & FIRE LINE) PRICE SHEET

PESIDENTIAL WAT	TER TAP SERVICE CHARG	EC		
LIDENTIAL WAT	TAP BY CITY	TAP BY CITY	TAP BY CONTRACTOR	TAP BY CONTRACTOR
SIZE	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				
	TAP BY CITY	TAP BY CITY	TAP BY CONTRACTOR	TAP BY CONTRACTOR
SIZE	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

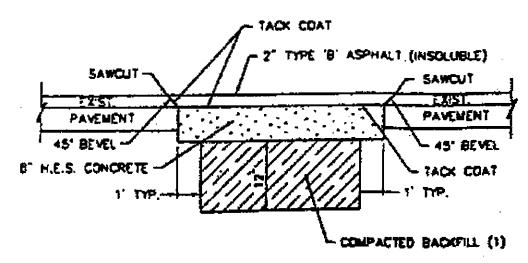
RESIDENTIAL & NON-RESIDENTIAL SEWER TAP SERVICE CHARGES

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:

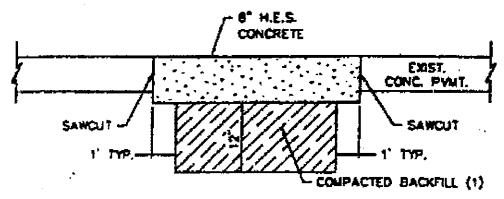
SIZE	TYPE	COST
3/4"	RESIDENTIAL	\$1,000.00
1"	RESIDENTIAL	\$1,500.00
1 1/2"	RESIDENTIAL	\$2,000.00
3/4"	COMMERCIAL	\$1,200.00
1"	COMMERCIAL	\$2,000.00
1 1/2"	COMMERCIAL	\$5,000.00
2"	COMMERCIAL	\$8,000.00
3"	COMMERCIAL	\$18,000.00
4"	COMMERCIAL	\$32,000.00
5"	COMMERCIAL	\$50,000.00
6"	COMMERCIAL	\$72,000.00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