

## Building Permit Application

### STORAGE BUILDINGS CARPORTS AND OTHER

Permit # \_\_\_\_\_

<b>Project Address:</b> _____						
Legal Description	Lot #	Block #	Subdivision: (If un-platted, submit copy of warranty deed)			
<b>Owner of Property:</b> _____						
Name			Phone #			
<b>Mailing Address:</b> _____						
Street #		City	State	Zip		
<b>Contractor/Applicant:</b> _____						
Name			Phone #			
<b>Mailing Address:</b> _____						
Street #		City	State	Zip		
Existing Use of Land/Bldg: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		Lot Size:	Number Of Acres:	Number Of Units	Number Of Stories	Estimated Cost
Living Space (sq footage) Lower      Upper		Garage (sq footage)		Overall Height	Number of Rooms	Number of Bedrooms/Bath
Fence:    yes    no		French Drain:    yes    no		Lawn Sprinkler:    yes    no		Pool:    yes    no
Permit Information	(Please check only one)					
	<input type="checkbox"/> Erect		<input type="checkbox"/> Fire Restoration		<input type="checkbox"/> Modular	
	<input type="checkbox"/> Add on		<input type="checkbox"/> Move on		<input type="checkbox"/> Accessory Building	
<b>Base Flood Elevation (BFE)</b> For building permits where construction is within the flood plain.						

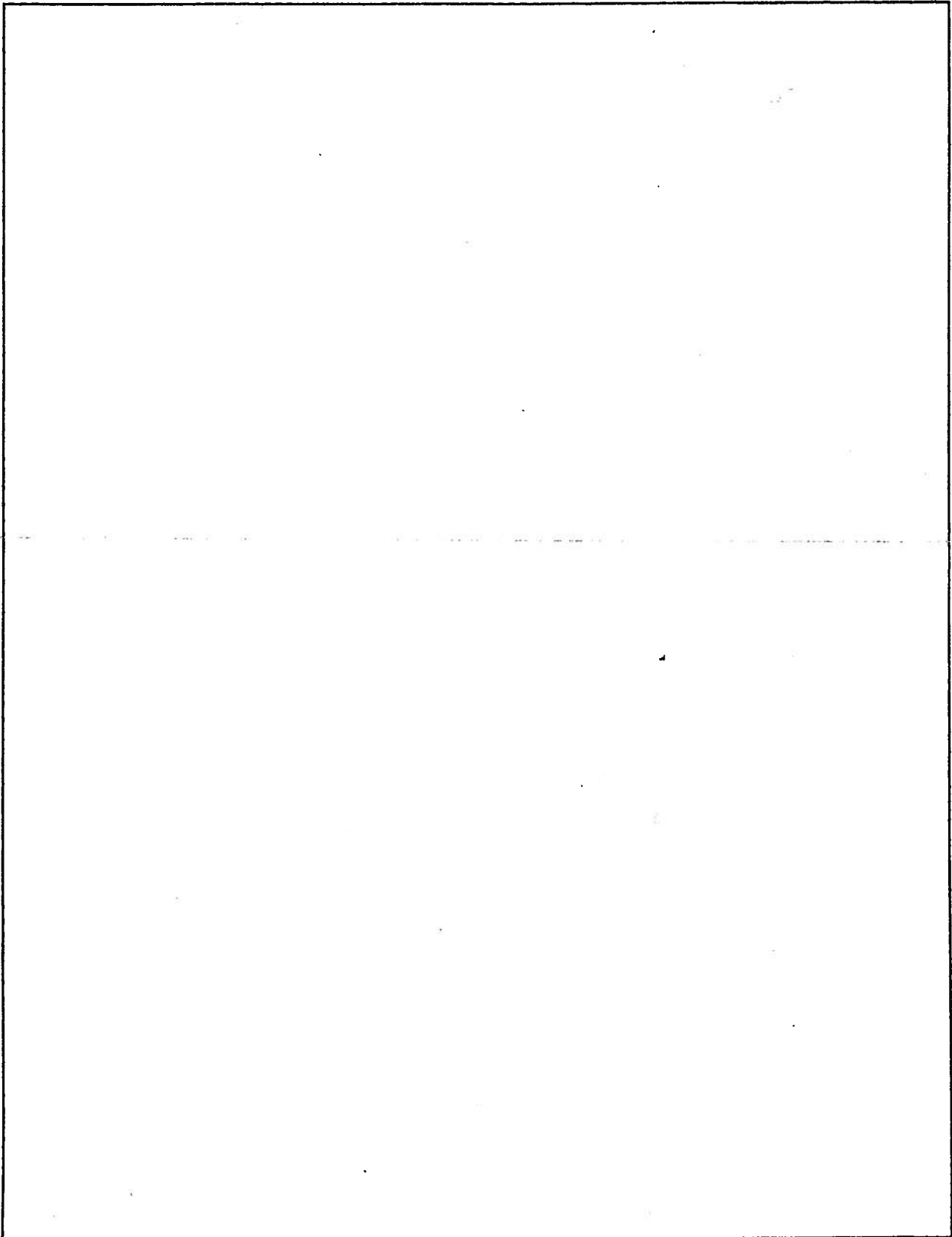
Check here to also have Occupancy Certificate mailed to Contractor/Applicant.

I hereby certify that the statement in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Choctaw and that all electrical, plumbing and heat & air construction shall be performed by contractors licensed by the State of Oklahoma and licensed with the City of Choctaw.

**Printed Name:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SITE PLAN**



## **CONSTRUCTION INSPECTIONS POLICIES & PROCEDURES**

The city staff will complete all inspections requests within forty-eight (48) hours. In order to provide consistent and efficient service to all contractors, these policies and procedures will be followed:

1. Accurate construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Allow at least one (1) full WEEK review and turn around on house plan permits. Construction may begin **only** after the appropriate permit is issued.
2. **Electrical/Plumbing/Mechanical permits will be issued to licensed contractors only. Contractor must hold current state and city license.**
3. **Only** licensed contractors may call and request inspections with the city. The construction address is needed to log an inspection request.
4. Be sure your sub-contractors schedule inspections at least 48 hours ahead. Construction delays are often the result of calling for inspections at the last minute.
5. Re-inspections will be made but an additional charge of \$ 25.00 will be assessed if inspections called in are not actually ready to be inspected, as determined by the building inspector.
6. Partial inspections may be performed if arrangements are made in advance with the building department.
7. All inspections must be made and approved before anything is covered up. This is the permit holder's responsibility.
8. Final inspections will be made only when the building is complete, including driveways, sidewalks, light fixtures, carpets, address posted, etc.
9. Certificate of Occupancy will be issued after all finals are complete. **Occupancy is prohibited until such time.**

## **SITE PLAN REQUIREMENTS**

A site plan is required regardless of the size of the proposed construction involved and even if no construction plans are to be used or needed by the homeowner or builder. The site plan will be drawn to scale with words and numbers clearly legible. Enclosed site plan form can be used.

The site plan shall show the following:

1. Lot and block number, name of addition or other legal description.
2. Dimension of plot and North point.
3. Location and dimensions of all existing and proposed buildings and accessory buildings (to include storage buildings, detached garages, well houses, etc) in regards to setback of front, rear and side yards from property line.
4. Location and size of walks, driveways , approaches and porches.
5. Location, type and size of fences and retaining walls.
6. Location of easements and building line requirements.
7. If any of the property exists within a Flood Plain, an engineer or registered surveyor must provide the following:
  - a. Elevations of finish floor and curb lines (if any).
  - b. Elevations at lot corners and proposed finished grade.
  - c. Drainage of site (show spot finished grade elevations or proposed contours).
  - d. Show size of culverts and drainage computations to justify same in accordance with drainage ordinance.
  - e. Show drainage calculations and how storm water runoff will be managed in accordance with drainage ordinance.
  - f. Show existing 2' contours of site in accordance with drainage ordinance.
8. Show existing and proposed utilities and connection thereto for location, size and type to include private water well and private septic system.
9. There will be additional requirements for commercial and industrial applications.

**REQUIRED INSPECTION  
CHECK LIST**

Permit # \_\_\_\_\_

Residential, Commercial and Industrial

PERMIT ADDRESS: \_\_\_\_\_

**THE BUILDER MUST CALL FOR:**

- |   |                |              |
|---|----------------|--------------|
| _____ Building Inspections:<br>(Foundation Framing Final)     | Phone 390-8199 | Fax 390-8607 |
| _____ Driveway Approach<br>(Including Sidewalks and Tinthorn) | Phone 390-8199 | Fax 390-8607 |
| _____ Zoning Inspection                                       | Phone 390-8199 | Fax 390-8607 |
| _____ Fire Department Inspection                              | Phone 390-3232 |              |
| _____ Health Department Inspection                            | Phone 425-4327 |              |
| _____ Detention Inspection                                    | Phone 390-8199 |              |
| _____ Industrial Waste Water Inspection                       | Phone 390-8199 |              |
| _____ Storm Sewer Inspection                                  | Phone 390-8199 |              |
| _____ Storm Water Quality Inspection                          | Phone 390-8199 |              |

**A LICENSED CONTRACTOR MUST CALL FOR:**

- |   |                |              |
|---|----------------|--------------|
| _____ Electrical Inspection<br>(Temp.Pole Underground Rough-In Service Final) | Phone 390-8199 | Fax 390-8607 |
| _____ Plumbing Inspection<br>(Ground Rough-In Water Sewer Gas Final)          | Phone 390-8199 | Fax 390-8607 |
| _____ Mechanical Inspection<br>(Ground Rough-In Final)                        | Phone 390-8199 | Fax 390-8607 |
| _____ Water Well  | Phone 390-8199 | Fax 390-8607 |
| _____ Sprinkler Inspection<br>(Fire Suppression)                              | Phone 390-8199 | Fax 390-8607 |

**Notice: The Building Inspector will not release permanent electrical service until all required inspections have been accomplished and a Certificate of Occupancy has been issued.**

**NOTICE:**

**WHEN YOU BEGIN WORK, POST THE ADDRESS AND BUILDING PERMIT NUMBER IN THE FRONT YARD OR ENTRANCE OF PROPERTY. FAILURE TO DO SO MAY DELAY INSPECTIONS AND OCCUPANCY.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_