

**Building Permit Application**  
 (also to be used for Site  
 Review Application)  
**Commercial/Industrial**

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"/> Industrial <input type="checkbox"/> Commercial		Lot Size:	Number Of Acres:	Number Of Units	Number Of Stories	Estimated Cost
<b>NEW!</b>	Storm Water Permit approved by DEQ		YES NO	You are required to submit a (NOI) Notice of Intent for storm water discharges associated with your construction activity with Oklahoma DEQ.		
	Linear feet of lot frontage:		Number of required trees to be located within 10' of public right of way: (one tree required for every 60' of frontage or portion thereof)			
Number of Square feet		Number of Parking Spaces		Overall Height	Number of Rooms	Proposed Use of Building
Fence:    yes    no		French Drain:    yes    no		Sprinkler:    yes    no		*
Permit Information	(Please check only one )					
	<input type="checkbox"/> Erect		<input type="checkbox"/> Fire Restoration		<input type="checkbox"/> Modular	<input type="checkbox"/> Foundation only
	<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:** \_\_\_\_\_

**APPLICATION GUIDELINES  
COMMERCIAL/INDUSTRIAL PERMIT**

Please fill out the attached application completely, date and sign. If any requirement is not satisfied, a reason is thereby created for the denial of a permit.

In order to provide consistent and efficient service to all builders and contractors, the following information will accompany the permit application:

1. Provide a copy of warranty deed with legal description for un-platted property only. Deed has to be 5 years or older. If less than 5 years, evidence must be submitted regarding legal lot split approval.
2. Provide a complete set of blueprints (building plans including electrical, mechanical and plumbing plans) for all new structures to include a site plan. **Note: No reversed or partial plans accepted.**
3. Provide a site plan drawn to scale as outlined in "Site Plan Policies & Procedures".
4. Provide a copy of the percolation test results as approved by the City-County Health Department for all septic tanks or other disposal systems (if applicable).
5. Provide an executed easement when property abuts:
  - a. section line roads (17' easement required); or
  - b. a local street when road is less than fifty (50) feet.
6. Earth work for house pad will not exceed a area greater than (10) feet outside perimeter of house, as shown on site plan. If larger, applicant must submit a plan showing cut, fill area and volume involved.
7. Drainage/Erosion/Detention requirements have to be submitted to the City under separate cover.
8. Request and fill out the following additional permit application(s) completely (if applicable):
  - a. Utility Connection Permit
  - b. Elevation Certificate
  - c. Road Cut/Bore Permit
  - d. Driveway Permit
  - e. Water Well Permit
9. The following conditions of permit will be met:
  - a. Site review requirement has been met.
  - b. All fees will be paid before building permit is issued.
  - c. The building permit will be posted on the job site and be visible from the street.
  - d. Address of the residence will be posted on the house before final inspection.
  - e. All provisions of the city codes pertaining to streets, water, sewer, ingress/egress and drainage improvements will be complied with before final inspection. Erosion control measures (silt fencing, construction entrance, etc.) have to be installed and maintained during construction.
  - f. The structure will not be occupied until final inspection and Occupancy Permit has been issued.
  - g. All permits issued are valid for six (6) months from date of issuance. The building official may grant a six (6) months extension upon request.

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

**COMMERCIAL FEE STRUCTURE  
(Non-Refundable)**

- |  |                |
|--|----------------|
| A. The building permit fee represents the basic charge, the plan inspection charge and the site plan inspection.   | \$ 0.05/sf     |
| 1. The State of Oklahoma requires the payment of \$4.50 for all structures including; religious, school, government organizations or residential burnouts (within 6 months of fire), while no other permitting fees are charged, a complete building permit application must be submitted. |                |
| B. Site Review Fee   | \$ 0.02/sf     |
| C. Zoning Clearance Permit   | \$ 25.00       |
| D. Driveway Permit   | \$ 25.00       |
| E. Occupancy Permit  | \$ 50.00       |
| F. Utility Connection  | \$ actual cost |
| G. State Mandated Permit Fee   | \$ 4.50        |

**COMMERCIAL FEE STRUCTURE  
(Refundable)**

- |   |           |
|---|-----------|
| A. Electric Deposit (refunded after issuance of occupancy permit) | \$ 300.00 |
|---|-----------|

### 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 builder or contractor. The site plan will be drawn to scale with words and numbers clearly legible.

The site plan shall show the following:

1. Lot and block number, name of addition or other legal description.
2. Dimensions 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 parking lots (to include number of parking spaces).
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.
8. Drainage of site (show spot finished grade elevations or proposed contours).
9. Show size of culverts and drainage computations to justify same in accordance with drainage ordinance.
10. Show drainage calculations and how storm water runoff will be managed in accordance with drainage ordinance.
11. Show existing 2' contours of site in accordance with drainage ordinance.
12. Show existing and proposed utilities and connection thereto for location, size and type to include private water well and private septic system.
13. Provide seven (7) site plan drawings to scale.
14. Location and size of parking lots (to include number of parking spaces and paving details).
15. Location and size of steps and loading docks, etc.
16. Show proposed landscaping/screening.
17. Submit application for City Manager's signature for ingress and egress from State Highway (US 62) with details.
18. Show location and size of proposed signs.
19. Show proposed height and total square feet of building.
20. Compliance with EPA Storm Water Discharge Permit (Notice of Intent and erosion control plans).
21. Compliance with Americans with Disabilities Act (ADA) requirements (Handicapped Accessibility).
22. Compliance with Clean Air Regulations (Air Quality Standards).
23. Compliance with Clean Water Regulations (Pre-Treatment Discharge).
24. Indicate Landscaping in accordance with Landscape Ordinance.

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

**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 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 \$ 15.00 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.**

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

**COMMERICAL BUILDING PERMIT  
FEE SCHEDULE**

Permit Number: \_\_\_\_\_

A. Basic Building Permit Fee		
\$ 0.05 per SF @ _____ SF		\$ _____
\$ 0.02 per SF @ _____ SF		\$ _____
B. Zoning Clearance Permit	\$ 25.00	\$ _____
C. Driveway Permit	\$ 25.00	\$ _____
D. Fence Permit	\$ 25.00	\$ _____
E. Emergency Siren Fee	\$ 25.00	\$ _____
F. Water/Sewer Development Fee	\$ 300.00	\$ _____
G. State Uniform Building Code Fee	\$ 4.50	\$ _____
H.		
	Sub-Total	\$ _____
I. Utility Permit Fee (Actual Cost)	Utility Permit Fee	\$ _____
	<b>TOTAL</b>	\$ _____

**Do Not Write Below This Line—Office Use Only**

Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Cash  Check  No. \_\_\_\_\_

Employee: \_\_\_\_\_