


CITY OF CHOCTAW
OKLAHOMA'S FIRST CHARTERED CITY

CHOCTAW



RESIDENTIAL
BUILDING PERMIT

"CELEBRATING THE PAST, ENJOYING THE
PRESENT, AND PLANNING FOR THE FUTURE"

Building Permit Application

Residential

Permit # _____

Project Address:						
Legal Description	Lot #	Block #	Subdivision: (If un-platted, submit copy of warranty deed)			
Owner of Property: _____ / _____ Name Phone # Fax #						
Mailing Address: _____ Street # City State Zip						
Contractor/Applicant: _____ / _____ Name Phone # Fax #						
Mailing Address: _____ 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
NEW!	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)			
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"/> Foundation only
	<input type="checkbox"/> Add on		<input type="checkbox"/> Move on		<input type="checkbox"/> Accessory Building	
Base Flood Elevation (BFE) 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
RESIDENTIAL BUILDING 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 homeowners, 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 on the form that is provided, with required landscaping drawn accurately.
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 an 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. 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
8. The following conditions of permit will be met:
 - a. All fees will be paid before building permit is issued.
 - b. The building permit will be posted on the job site and be visible from the street.
 - c. Address of the residence will be posted on the house before final inspection.
 - d. All provisions of the city codes pertaining to streets, water, sewer, ingress/egress, landscaping 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.**
 - e. The structure will not be occupied until final inspection and Occupancy Permit has been issued.
 - f. 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.
9. Submit DEQ approved Storm Water Permit.

RESIDENTIAL FEE STRUCTURE

(Non-Refundable)

A.	The building permit fee represents the basic charge, the plan inspection charge and the site plan inspection.	\$	0.07/sf
B.	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.	\$	4.50
C.			
D.	Zoning Clearance Permit	\$	25.00
E.	Driveway Permit	\$	25.00
F.	Emergency Siren Fee	\$	25.00
G.	Water and Sewer Fees		
	1. Each water meter connection to existing tap	\$	150.00
	2. Each water meter connection with new tap	\$	225.00
	3. Street Bore (will be billed separately)	\$	actual cost
	4. Utility Deposit	\$	40.00
	5. Inspection fee for repair of existing sewer tap	\$	25.00
	6. Each sewer connection to main line 3 years or older	\$	150.00
	7. Each sewer connection to main line 3 years or less	\$	300.00
H.	Electric		
	1. Electrical Deposit (transferable deposit)	\$	300.00

**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.
10. **NEW!** Show required landscaping — (1 tree required for every 60' of frontage or portion thereof)

**RESIDENTIAL BUILDING PERMIT
FEE SCHEDULE**

Permit Number: _____

A. Basic Building Permit Fee		
\$ 0.07 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	\$ _____
	TOTAL	\$ _____

Do Not Write Below This Line—Office Use Only

Date: _____ Receipt No. _____

Amount Paid: _____ Cash Check No. _____

Employee: _____

SITE PLAN

Must include accurate property dimensions

A large, empty rectangular box with a black border, intended for drawing a site plan. The box is vertically oriented and occupies most of the page's width and height.