



# Choctaw

Date Recorded: \_\_\_\_\_ Permit # \_\_\_\_\_  
**COMMERCIAL/INDUSTRIAL BUILDING PERMIT APP.**

Physical Address/Intersection:		Name of Project:		Within a NFIP 100/500yr Floodzone: <b>YES NO</b>	
Sec., Township, Range/Subdivision:		Acres/Block:	Lot(s):	Applicant/Owner Phone Number:	
Applicant/Owner:			Applicant/Owner E-mail:		
Mailing Address:		City:	State:	Zip:	
General Contractor's Name	Gen. Contractor's Phone Number	Gen. Contractor's Mailing Address & Zip		<b>VALUATION (PARTS AND LABOR)</b>	

<b>CLASS OF WORK</b>	<b>UNDER ROOF AREA</b>	<b>SITE AREA</b>	<b>DRIVEWAY SPEC.</b>
<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REMODEL/REPAIR <input type="checkbox"/> FIRE RESTORATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> MOVE ON <input type="checkbox"/> BURN OUT <b>TYPE OF USE:</b> _____	# of Stories: _____ # of Units _____ Total Floor: _____ ft <sup>2</sup> Unit Floor: _____ ft <sup>2</sup> # of Rooms: _____ Storage Floor Area: _____ ft <sup>2</sup> Height: _____	Lot size: _____ ft <sup>2</sup> Impervious Area: _____ ft <sup>2</sup> Pervious Area: _____ ft <sup>2</sup> Green Space: _____ ft <sup>2</sup> # of Parking Spaces _____ # of Loading Space: _____ Finish Floor Elevation: _____	<input type="checkbox"/> NEW <input type="checkbox"/> REPAIR <input type="checkbox"/> ADDITION Driveway Width _____ ft Driveway Thickness _____ ft <input type="checkbox"/> Installation of Tinhorn <input type="checkbox"/> Concrete Tinhorn Size: _____ in. <input type="checkbox"/> Galvanize <b>Structural Assemblies Fabricated Off-Site</b> <b>YES NO</b>
<b>INSTALLATION</b> <small>(Mark that apply)</small>			
<input type="checkbox"/> Water Well <input type="checkbox"/> Septic <input type="checkbox"/> Fire Suppression		<input type="checkbox"/> Fire Alarm <input type="checkbox"/> Lawn Irrigation	

Mechanical Sub-Contractor's Name	Mechanical Contractor's Phone #	Mechanical Contractor's Mailing Address	Oklahoma Contractor's License #
Electrical Sub-Contractor's Name	Electrical Contractor's Phone #	Electrical Contractor's Mailing Address	Oklahoma Contractor's License #
Plumbing Sub-Contractor's Name	Plumbing Contractor's Phone #	Plumbing Contractor's Mailing Address	Oklahoma Contractor's License #

Civil Engineer Name	Civil Engineer Phone #	Civil Engineer Mailing Address	Oklahoma Engineering License #
Architect Name	Architect Phone #	Architect Mailing Address	Oklahoma Architectural License #
Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Oklahoma Engineering License #
Certified Mechanical Designer Name	Certified Mechanical Designer Phone #	Cert. Mechanical Designer Mail Address	Oklahoma Arch. or Eng. License #
Certified Electrical Designer Name	Certified Electrical Designer Phone #	Cert. Electrical Designer Mail Address	Oklahoma Arch. or Eng. License #
Certified Plumbing Designer Name	Certified Plumbing Designer Phone #	Cert. Plumbing Designer Mail Address	Oklahoma Arch. or Eng. License #

*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 to the Codes and Ordinances of the City of Choctaw. All Electrical, Mechanical, and Plumbing will be performed by license contractors with the State of Oklahoma and the City of Choctaw. I certify that the code official or the code official's authorized representative shall have the authority to enter area covered by such permit at any hour to enforce the provisions of the code(s) applicable to such permit.*

**NOTICE**  
 A minimum 2-week review period begins at 9:00 a.m. on the day following receipt of this application. No work shall be performed, nor any accepted until a permit has been issued.

Applicant Signature:	Applicants Name (Print):	Date:
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I hereby agree to a \$300 Contractors Occupancy Agreement Deposit. The deposit is refundable if there is **NO OCCUPANCY** prior to the issuing of a Certificate of Occupancy. I hereby certify that as my condition for the issuance of a Certificate of Occupancy, \_\_\_\_\_

**Prior to issuance of a building permit, the following site plan items should be submitted to the office of City of Choctaw with an application for a building permit. After receiving all of the necessary items, the review period shall begin.**

*Three (3) copies of the complete sets of plans are to be submitted to the City of Choctaw for the permit application.*

**NOTE: Mirrored or flipped plans will not be accepted**

### COMMERCIAL / INDUSTRIAL STRUCTURES

**(1) A scale drawn site plan containing the following:**

- (a) All plot lines and lot dimensions
- (b) All existing and proposed structures
- (c) Distances between lot lines and buildings (existing and proposed)
- (d) Driveways with dimension
- (e) Neighboring Driveways
- (f) Distances between buildings
- (g) All required parking spaces and loading areas
- (h) Driveway approach
- (i) Neighboring Driveway Approach
- (j) All existing & proposed utilities
- (k) All existing and proposed utility easements and right of way with dimensions
- (l) Building set back lines with dimensions
- (m) Flood zone boundaries (**100 & 500 yr**)
- (n) Scale, North Arrow, Date, Contact information
- (o) Address of project
- (p) Landscaping Plan

(m) All Detail Drawings

**(3) Engineered Civil Plan.**

- (a) Finished floor elevations
- (b) Base Flood Elevation + 1 foot freeboard
- (c) Utility Layout
- (d) Proposed and existing routing of drainage water showing all drain ways, curbs, retaining walls, etc.
- (e) Drainage Design Layout (**2' contours**)
- (f) Engineering calculations (**100 year flood event**)
- (g) Land Clearing Controls
- (h) Traffic Pattern Design
- (i) Paving & Grading Plan
- (j) Driveway Design
- (k) Parking Design and Details
- (l) Sidewalk(s) and ramp(s)
- (m) Engineer Details
- (n) Drainage flow arrows
- (o) 100 and 500 year flood zone boundary

**(2) A scaled, professionally designed Architect/Engineer plan of the building containing the following:**

- (a) All exterior walls and dimensions
- (b) All interior walls and partitions
- (c) ADA Compliance Plan
- (d) Elevation design
- (e) Building mechanical drawings
- (f) Building electrical drawings
- (g) Building plumbing drawings
- (h) Foundation Plan
- (i) Building Elevations
- (j) Ceiling Joist Plan\*
- (k) Rafter Layout Plan
- (l) Structural Plan

**(4) Documentation**

- (a) Warranty Deed
- (b) Ground Clearing Permit
- (c) Utility Connection Application
- (d) Copy of Perk Test (*If applicable*)
- (e) Execute Easement (*If applicable*)
- (f) Road Cut/Bore Permit (*If applicable*)
- (g) Asbestos Report (*If applicable*)
- (h) Manufactures Designs Layout (*If applicable*)
- (i) Manufactures Design Data Review (*If applicable*)
- (j) Building Façade Color Scheme (*If applicable*)
- (k) Elevation Certificate (*pre & post*)
- (l) Lot merge/split/or subdivision (*If applicable*)

\* NOTE: *Ceiling Joist Plan (Manufactured)*

- Layout Design
- Products Chart
- Title Block

- Blocking Chart
- Framing Connectors Summary Chart
- Certificate Documentation

- Signature of Designer (**Blue Ink**)

Project Address: \_\_\_\_\_ Applicant Phone # \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Permit # \_\_\_\_\_



A large grid area for drawing or writing, consisting of a fine grid of squares.

## CONSTRUCTION POLICIES AND PROCEDURES

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

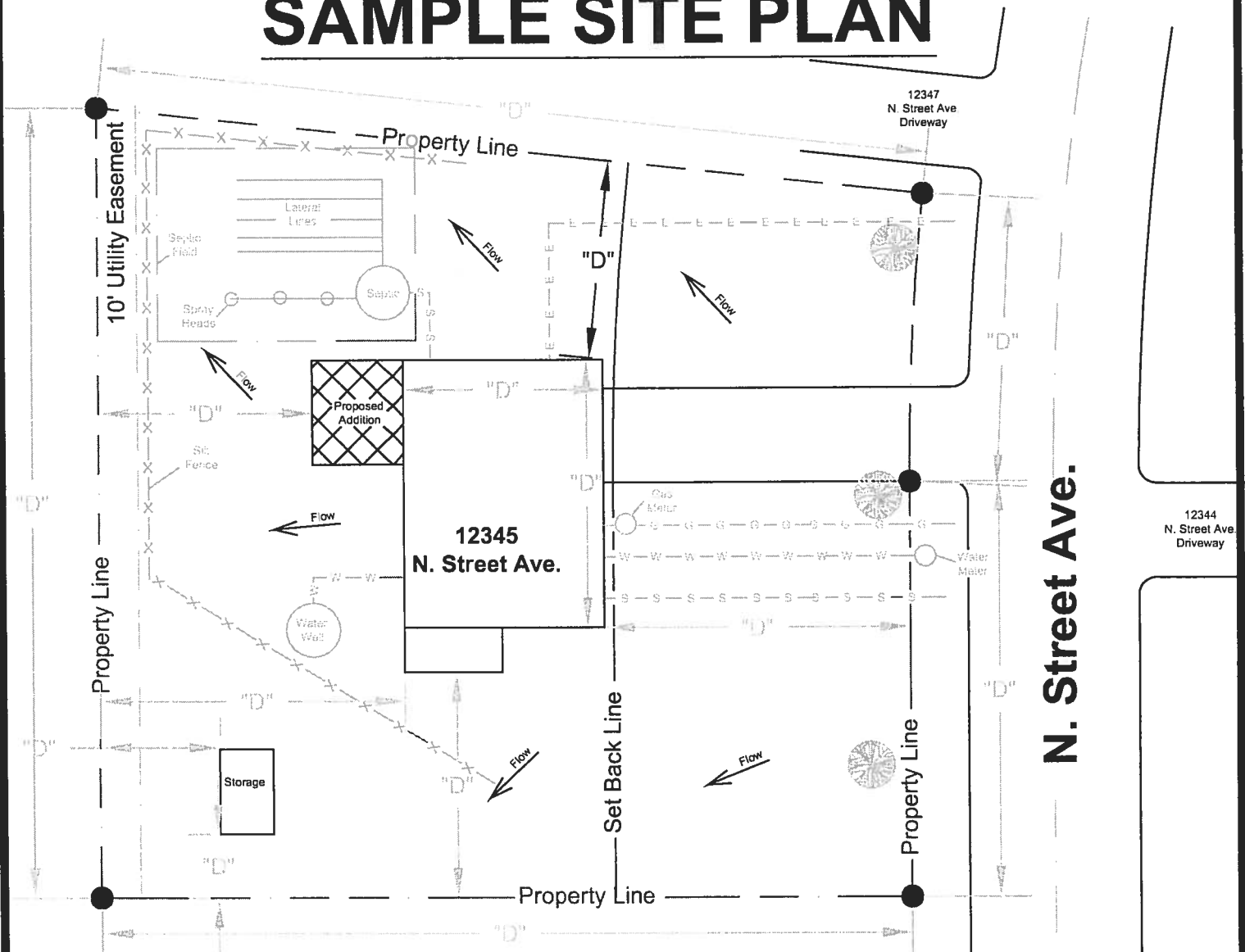
- Accurate construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Construction may begin only after the appropriate permit is issued.
- Designs must be stamped and signed by an Oklahoma license design professional for all drawings, except landscaping.
- Mechanical/Electrical/Plumbing permits will be issued to licensed contractors only. Contractor must hold current State of Oklahoma and City of Choctaw licenses.
- Only licensed contractors may call and request inspections with the City of Choctaw. The construction address is needed to log an inspection request.
- 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.
- All fees will be paid before a building permit is issued and/or building inspection is performed.
- Partial inspections may be performed if arrangements are made in advance with the building department.
- All inspections must be made and approved before anything is covered up. This is the permit holder's responsibility.
- The building permit sign will be posted on the job site and visible from the street.
- Concrete washouts and trash containers will be on site to maintain the construction site of any rubbish.
- Portable toilets must be available to the construction site. (Maximum – 1 per 2 lots/1 every 330 ft)
- Final inspections will be made only when the building is complete, including driveways, sidewalks, light fixtures, carpets, address posted, landscaping, post-construction erosion controls, elevation certificate, etc.
- Certificate of Occupancy will be issued after all finals are complete. Occupying the structure is prohibited unit such time.
- All permits issued are valid for six (6) months form date of issuance. The building official may grant an extension upon a request from the permit holder.

### COMMERCIAL/INDUSTRIAL FEE STRUCTURE

(Non-Refundable)

• Site Plan Review	\$	.02 sq ft
• Building Permit Fee	\$	.05 sq ft
• Zoning Clearance Permit	\$	25.00
• Driveway Permit	\$	25.00
• Fence Permit	\$	25.00
• Sprinkler Permit (an additional plumbing permit paid by the plumbing contractor)		
• State of Oklahoma Fee	\$	4.50
• Emergency Siren Fee	\$	25.00
• Occupancy Permit	\$	50.00
• Water and Sewer Fees		
○ Each water meter connection to an existing tap		Cost + 15%
○ Each water meter connection with a new tap		Cost + 15%
○ Street Bore (will be billed separately)		Actual Cost
○ Utility Deposit	\$	100.00
○ Inspection fee for repair of existing sewer tap	\$	25.00
○ Each sewer connection to main line 3 years or older	\$	150.00
○ Each sewer connection to main line 3 years of less	\$	300.00

# SAMPLE SITE PLAN



## LEGEND

	Drainage Flow Arrow
	Silt Fence (Erosion Control)
	Natural Gas Service Line
	Water Service Line
	Sanitary Sewer Service Line
	Electrical Service Line
	Tree

**John Doe**  
**(405) 555-5555**  
**Jan. 1, 20XX**



## CHECKLIST

- |  |  |
|--|--|
| <input type="checkbox"/> Address                     | <input type="checkbox"/> Driveway                            |
| <input type="checkbox"/> Street Name(s)              | <input type="checkbox"/> Neighboring Driveway                |
| <input type="checkbox"/> Property Line w/Dimensions  | <input type="checkbox"/> Landscaping                         |
| <input type="checkbox"/> Structure(s) w/Dimensions   | <input type="checkbox"/> Drainage Flow Arrows                |
| <input type="checkbox"/> Setback lines               | <input type="checkbox"/> Erosion Controls                    |
| <input type="checkbox"/> Existing/Proposed Utilities | <input type="checkbox"/> Flood Zone Boundary (if applicable) |
| <input type="checkbox"/> Water Service               | <input type="checkbox"/> Retaining Wall(s)                   |
| <input type="checkbox"/> Water Well                  | <input type="checkbox"/> Scale                               |
| <input type="checkbox"/> Sanitary Sewer Service      | <input type="checkbox"/> North Arrow                         |
| <input type="checkbox"/> Septic System               | <input type="checkbox"/> Date                                |
| <input type="checkbox"/> Electrical Service          | <input type="checkbox"/> Contact Information                 |
| <input type="checkbox"/> Natural Gas Service         |  |

**PLEASE**  
**USE BLANK PAGE**  
**ON BACK TO**  
**DESIGN A SITE**  
**PLAN**