

# OKLAHOMA COUNTY PLANNING COMMISSION 320 Robert S. Kerr, Suite 201 Oklahoma City, Oklahoma 73102

### COMMERCIAL / INDUSTRIAL / OFFICE BUILDING REQUIREMENTS AND PERMIT APPLICATION

Oklahoma County issues building permits for the unincorporated areas only. Permits are required for <u>all</u> property improvements, including covered but not completely enclosed structures and additions or remodels to existing structures. Building must commence within six months of permit approval and be completed within two years of permit approval or a new permit must be obtained from this office.

The following documents are required with all building permit applications:

- **Two** copies of the Warranty or Quit Claim Deed with book and page number. This may be obtained at the Registrar of Deeds. If you are not the owners of the property, a lease/contract or *written and notarized permission from the legal owners* of the property must accompany the application.
- **Two** copies of any easements used to access the property, if applicable.
- Two copies of a site plan of the entire property including the following information:
  - Setbacks from centerline of road, side and rear yard setbacks.
  - o Property lines, proposed structure and all existing structures.
  - o Relation to major section-line roads.
  - o Ingress and egress
  - o Parking plan with dimension of lot, parking spaces, aisles and ADA requirements.
  - Landscape and screening plans.
  - Signage
- One set of <u>complete</u> building plans (including footing/foundation), stamped by an Oklahoma State licensed architect or engineer.
- Two copies of drainage calculations
- Storm water site development plan, in accordance with the County's Stormwater Management Regulations prepared and sealed by a state licensed P.E., and an NOI as filed with ODEQ. A storm water site development plan is required for all areas of land disturbance one (1) acre or greater in size, or parcels that are part of a larger common plan of development.
- Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.
- Prior to any construction, the applicant must contact the State Fire Marshal for further regulations. Contact number is (405) 522-5005.

Building permit fee schedule is listed below:

o Commercial, Industrial or Office \$.25 per square foot

Minimum building permit fee
 GIS Administration Fee
 Erosion Control/Stormwater Review Fee
 \$55.00

\$55.00 (if applicable)

EFFECTIVE APRIL 1, 2010 AN ADDITIONAL \$4.50 WILL BE ADDED TO EACH BUILDING PERMIT APPLICATION AND ALL ASSOCIATED INSPECTION FEES PER OKLAHOMA STATE STATUTE TITLE 59 SECTIONS 1000.23 AND 1000.25.

ALL FEES COLLECTED BY THIS OFFICE ARE NONREFUNDABLE.

Applications will be processed and a building permit mailed within five working days, *if all documents have been received and the application has been properly completed in full.* All applicants must adhere to Oklahoma County zoning and building regulations. Information concerning parking, paving, landscaping and screening requirements may be obtained from this office.

WHEN PROPERTY HAS BEEN PROPERLY STAKED SHOWING LOCATION OF PROPOSED STRUCTURE(S) AND <u>BEFORE</u> CONSTRUCTION HAS BEGUN, THE APPLICANT <u>MUST</u> CONTACT THIS DEPARTMENT TO SCHEDULE AN INSPECTION IN ORDER TO DETERMINE COMPLIANCE WITH ALL OKLAHOMA COUNTY REGULATIONS AND INSPECTION REQUIREMENTS. THE STATE FIRE MARSHALL MAY HAVE ADDITIONAL INSPECTIONS TO BE DETERMINED BY THAT AGENCY.

Please contact the following staff for additional information, if necessary: *Tyler Gammon,* Oklahoma County Planning Director, (405) 713-1361 *Erik Brandt,* Oklahoma County Planner, (405) 713-7146

Web Site: www.oklahomacounty.org/planningcommission



## OKLAHOMA COUNTY PLANNING COMMISSION

### COMMERCIAL / INDUSTRIAL / OFFICE BUILDING PERMIT APPLICATION

1.	Date:	<del></del>	2. Applicatio	n No:(staff use	only)
3.		tion the applicant is the contractor or property owner	person or comp	pany paying for th	e permit
	Last Name	First Name		M.I.	
	Street Address	City	State		
	Telephone	Fax		E-Mail Address	
4.	Owner Information current legal owner of Last Name	n must be filled out co of the property.  First Na		he mailing addres	ss of the
	Street Address	City	State	Zip Code	
	Telephone Number	Fax Number		E-Mail Address	
5.	Contractor Information	<b>ation</b> Current contract	or name, addre	ess and phone n	umber is
	Last Name	First Na	me	M.I.	
	Street Address	City	State	Zip Code	
	Telephone Number	Fax Number	_	E-Mail Address	
6.	Request Authoriza	ntion Select one of the f	ollowing:		
	Erect	Alter		Repair	
7. Type Structure Select one of the following		g:			
	Commercial	Industrial	Office	Other	
	Total Square Feet o	of Structure: All areas under ro	of	<del> </del>	

	Proposed use:					
	Probable Completion	Date: _		Estimated I	mprovement Value:	<del></del>
8.		<b>ocation</b> This information is required for <b>all</b> permits. New property addresses will be ssigned by County staff when processing permit.				
	Legal Description:					
	Section	Townshi	p		Range	
	Subdivision (if applicable)		Lot	Block	Street Address (if known)	
	Number of Acres	-	Front Y	ard Width	Side Yard Depth	
9.	Parking Commerce County requirements  Total Number of Space	and AD	A requ	irements.	paces	ninimum
10.	Utilities – Check the a	ppropr	iate sel	lection:		
Natural gas: Yes No *Liquefied Petroleum Fitting: Yes No						
	Gas Service Provider	Service Provider Electric Service Provider				
	*If using LP (Propane) must pissued.	orovide ins	staller's li	cense or Form 4	4 before certificate of occupancy or fir	ı <mark>al permit</mark>
	Plumbing: Septic	Sewer _	No	plumbing _	if no, explain	
	Sewer Service Provider	r				<del></del>
	Water Well: Yes	No	If no,	explain:		

### OKLAHOMA COUNTY REQUIRED INSPECTION NOTICES

- 1. Posting of the building permit number at the work site is an ICC requirement. The sign must be located to the front of the property, near the street and visible to the public.
- 2. The building code requires the builder or contractors to call and request an inspection at the following stages of construction. You must give your permit number at the time you make the request. Oklahoma County Inspections @ 713-1464 or fax your request to 713-1850.

A. Footing/Foundation/

Erosion Control Inspection: immediately prior to pour

B. Plumbing Ground: immediately prior to pour & after trenches are

excavated and bedded

C. Plumbing Rough prior to covering & concealment, before

appliances/fixtures are installed

D. Electrical Rough: after all unconnected wiring has been installed

E. Mechanical Rough: prior to covering & concealment, before

appliances/fixtures are installed

F. Frame Inspection: after plumbing, electrical & mechanical rough

have been approved

G. Electrical Final: after completion of all electrical work

H. Plumbing Final: after building is complete & fixtures are in place

I. Mechanical Final: upon completion of mechanical system

J. Gas Inspection: with plumbing rough or water service

K. Final Inspection: after completion of all other required inspections

- 3. All Electrical, Mechanical, and Plumbing Contractors, Journeymen and Apprentices must be licensed by the State of Oklahoma. All trade contractors must be registered with Oklahoma County prior to commencing work.
- 4. If required inspections are not completed, no building final or certificate of occupancy (commercial only) will be issued.
- 5. All permits and inspections (building, plumbing, mechanical, electrical, zoning, and development) are issued by the Oklahoma County Planning/Engineering Department.

ALL FEES COLLECTED BY THIS OFFICE ARE NONREFUNDABLE.



### OKLAHOMA COUNTY ENGINEERING/PLANNING DEPARTMENT 320 Robert S. Kerr, Suite 201 Oklahoma City, OK 73102

#### REQUIRED INSPECTION CHECK LIST

BUILDER/OWNER REQUEST	<u>INSPECTIONS</u>		
Setbacks	713-1464 Markita Shaw		
Footing (prior to pour)	713-1850 FAX		
Frame (after electrical rough)			
Building Final (after completion of all required inspection	ons)		
Sprinkler/Smoke Alarm System			
Stormwater/Erosion Control (if applicable)			
LICENSED CONTRACTORS REQUEST			
Electrical (Temporary/Rough/Final)			
Plumbing (Ground/Rough/Final)			
Gas/Water (if applicable)			
Mechanical (Rough/Final)			
Mobile Home Tie-Downs			
Mobile Home Electrical			
ALL FEES COLLECTED BY THIS OFFICE ARE NONREF	UNDABLE.		
NOTICE: OKLAHOMA COUNTY WILL NOT RELEASE PERMANENT ELECTRICAL SERVICE UNTIL THE FINAL INSPECTION AND ALL OTHER REQUIRED INSPECTIONS HAVE BEEN COMPLETED.			
**POST ADDRESS AND BUILDING PERMIT NUMBING PERMIT WITHIN SIGHT DISTANCE FROM THE WILL DELAY INSPECTIONS AND INCUR ADDITION	STREET. FAILURE TO DO SO		
ADDI ICANT'S SIGNATURE	DATE:		

### OKLAHOMA COUNTY BUILDING CODE INSPECTION FEES

### **Commerical Building Construction**

Footing/Erosion Control	\$60.00
J	T

Frame \$60.00

Certificate of Occupancy \$110.00

### **Electrical - Commercial**

Determined by size of construction. Maximum inspections as follows:

0 - 2,500 sq. ft.	3 inspections	\$160.00
2,501 – 10,000 sq. ft.	6 inspections	\$235.00
10,001 – 25,000 sq. ft.	7 inspections	\$310.00
25,001 – 50,000 sq. ft.	10 inspections	\$381.00
50,001 sq. ft. – additional additional 10,000 sq. ft.	\$ 85.00	
Remodels (less than 50% Area) and Upgrades	\$ 60.00	

All electrical re-inspections

### **Plumbing - Commercial**

\$ 60.00 per inspection

All plumbing permits will be issued at the rate of **\$180.00**. This fee includes a maximum of three (3) inspections (ground, rough and final).

Minor plumbing requiring only one (1) inspection –	\$ 60.00
All plumbing re-inspections inspection	\$ 60.00 per
Sewer/Water/Gas (if required)	\$ 60.00 per inspection

#### **Mechanical - Commercial**

All mechanical permits will be issued at the rate of **\$110.00**. This fee includes a maximum of two (2) inspections.

Minor mechanical requiring only one (1) inspection

\$ 55.00

All mechanical re-inspections

\$ 55.00 per inspection

#### **Mobile Homes**

All mobile homes shall be inspected for tie-downs and electrical at a rate of **\$89.00**. This fee includes two (2) inspections. One for tie-down and one for electrical (gas if required).

All mobile home re-inspections shall be billed at \$44.50 per inspection.

#### <u>Certificate of Occupancy (commercial only)</u>

Final Inspection \$110.00 (If required inspections are not completed and passed, a Certificate of Occupancy will not be issued)

ALL INSPECTIONS, INCLUDING FOOTINGS, MUST BE REQUESTED THE DAY PRIOR BY 4:30 P.M.

<sup>\*\*</sup>ENGINEER'S CERTIFICATES ARE NOT AN ACCEPTABLE SUBSTITUTION FOR ANY REQUIRED INSPECTION.\*\*