



Shawnee

Date Recorded: _____ Permit # _____

cosinspections@shawneeok.org

RESIDENTIAL BUILDING PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:		Within a NFIP 100/500yr Floodzone: YES NO	
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		<u>Cost of Project – Material & Labor</u>	

CLASS OF	STRUCTURE USE	INSTALLATION (Mark that apply)	WORK DESCRIPTION	
☐ NEW	☐ Single Family	☐ Water Well	☐ Wood Frame/Brick Veneer	☐ Metal Frame/Brick Veneer
☐ ADDITION	☐ Duplex	☐ Septic	☐ Wood Frame/Other Siding	☐ Metal Frame/Other Siding
☐ ALTERATION	☐ Townhouse	☐ Safe Room	☐ Concrete Block	☐ Solid Concrete
☐ REMODEL/REPAIR	☐ 3 to 4 Family	☐ Storm Shelter	☐ Other: _____	☐ Attached ☐ Detached
☐ FIRE RESTORATION	☐ Multi-Family		<u>Structural Assemblies Fabricated Off-Site</u>	
☐ DEMOLITION	☐ (5+ Units)		YES	NO
☐ MOVE ON	☐ Accessory			
☐ BURN OUT	☐ Other: _____			
DRIVEWAY SPEC.			Total Under Roof: _____	
☐ NEW	☐ REPAIR	☐ ADDITION/ALTERATION	Electrical – Total Service Amp: _____	
Driveway Width _____ ft. ☐ Installation of Tinhorn			Mechanical – Total Tonnage: _____	
Driveway Thickness _____ in. Tinhorn Size: _____ in.			Plumbing –	
☐ Asphalt ☐ Concrete ☐ Concrete ☐ Galvanized			Quantity & Size Water Tap: _____	
			Quantity & Size Sewer Tap: _____	

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 #

Architect Name	Architect Phone #	Architect Mailing Address	Oklahoma Architectural License #
Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Oklahoma Engineering 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, 2018 ICC Codes and the City of Shawnee Code Ordinances. All Electrical, Mechanical, and Plumbing will be performed by license contractors with the State of Oklahoma and the City of Shawnee. I certify that the code official or the code official's authorized representative shall have the authority to enter the area covered by such permit at any hour to enforce the provisions of the code(s) applicable to such permit.

NOTICE

A 10-working day 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. If new information is required, the 10-working day review period restarts at 9:00 am on the day following the receipt of requested documentation.

Applicant Signature:	Applicants Name (Print):	Date:
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Prior to issuance of a building permit, the following site plan items should be submitted to the office of City of Shawnee with an application for a building permit. After receiving all necessary items, the 10-day review period shall begin.

Please provide digital copies of plans

FOUR (4) DWELLING UNITS AND BELOW

- (1) A site plan containing the following:
 - (a) All lot lines and lot dimensions
 - (b) All existing and proposed buildings
 - (c) Distances between lot lines and buildings *(existing and proposed)*
 - (d) Driveways with dimension
 - (e) Neighboring Driveways
 - (f) All existing and proposed utilities
 - (g) All existing and proposed easement(s) and right(s) of way with dimensions
 - (h) Building set back lines with dimensions
 - (i) Land Clearing Controls
 - (j) Drainage flow arrows
 - (k) Drainage facilities
 - (l) 100 and 500 year flood zone boundary
 - (m) Scale, North Arrow, Date, Contact information
 - (n) Address of project
 - (o) Landscaping
- (2) A floor plan of the building containing the following:
 - (a) All exterior walls and dimensions
 - (b) All interior partitions *(Label use of all rooms)*
 - (c) Foundation
 - (d) Footer Detail
 - (e) Building Elevations
 - (f) Ceiling Joist Plan *(size, span, space)*
 - (g) Rafter Plan *(size, span, space)*
 - (h) Manufactured/Engineered Lumber *(If applicable)*
 - (i) Location of breaker box, meter box, & 220 outlets, **including the total service amps**
 - (j) Location of hot water heater, water stub-in, sewer stub-in, gas stub-in, **number and size of water and sewer taps**
 - (k) Location of HVAC unit, condenser unit, & return vents **listing total tonnage**
 - (l) Location of the address signage. *(mailbox, structure, curb, etc.)*
- (3) Documentation
 - (a) Warranty Deed
 - (b) Execute Easement *(If applicable)*
 - (c) Road Cut/Bore Permit *(If applicable)*
 - (d) Asbestos Report *(If applicable)*
 - (e) Manufactures Designs Layout *(If applicable)*
 - (f) Manufactures Design Data Review *(If applicable)*
 - (g) Engineer Designs *(Oklahoma) (If applicable)*

FIVE (5) DWELLING UNITS AND ABOVE

- (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) Scale, North Arrow, Date, Contact information
 - (n) Address of project
 - (o) Landscaping
- (2) A scale Architectural/Engineered drawn plan of the building containing the following:
 - (a) All exterior walls and dimensions
 - (b) All interior walls and partitions
 - (c) Building mechanical drawings **with tonnage**
 - (d) Building electrical drawings **with amperage**
 - (e) Building plumbing drawings **with number and size of water & sewer taps requested**
 - (f) Foundation Plan
 - (g) Building Elevations
 - (h) Ceiling Joist Plan*
 - (i) Structural Plan
 - (j) Parking Design and Details
 - (k) Driveway Design
- (4) Engineered drainage plan.
 - (a) Finished floor elevations
 - (b) Proposed and existing routing of drainage water showing all drain ways, curbs, retaining walls, etc.
 - (c) Engineering calculations *(100 year flood event)*
 - (d) Land Clearing Controls
 - (p) Drainage flow arrows
 - (q) 100 and 500 year flood zone boundary
- (5) Documentation
 - (1) Warranty Deed
 - (2) Execute Easement *(If applicable)*
 - (3) Road Cut/Bore Permit *(If applicable)*
 - (4) Asbestos Report *(If applicable)*
 - (5) Manufactures Designs *(If applicable)*
 - (6) Engineer Designs *(Oklahoma) (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)**

SITE PLAN

CONSTRUCTION POLICIES AND PROCEDURES

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

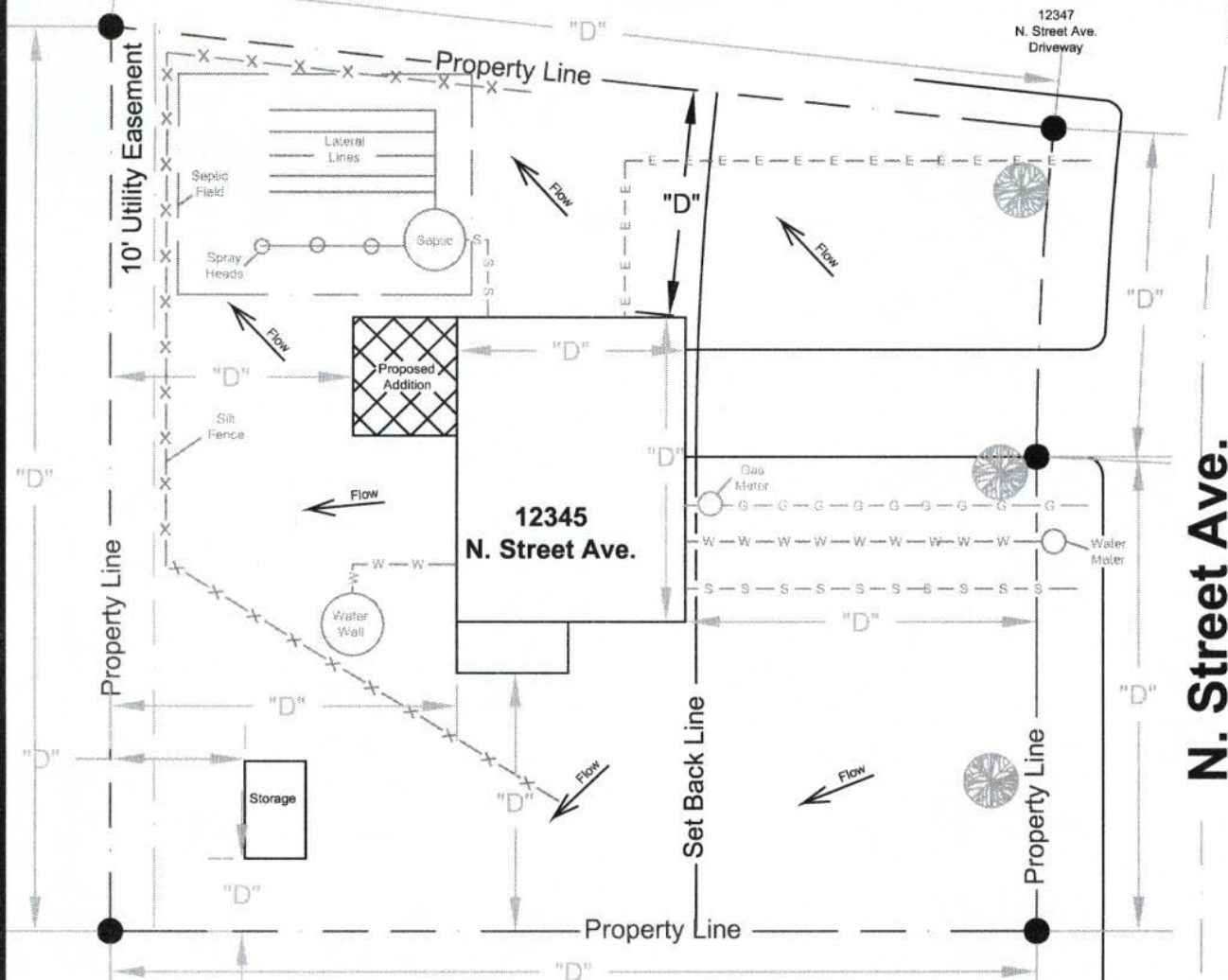
- Accurate digital construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Construction may begin only after the appropriate permit is issued.
- Mechanical/Electrical/Plumbing Contractors must hold current State of Oklahoma and City of Shawnee licenses.
- Only licensed contractors may call and request inspections with the City of Shawnee. The construction address is needed to request an inspection.
- Re-inspections will be made but an additional charge of \$25.00 (1st) / \$50.00 (2nd or more) 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 at 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 until such time.
- All permits issued are valid for six (6) months from the date of issuance. The building official may grant a one-time six (6) month extension upon written request from the permit holder.

RESIDENTIAL FEE STRUCTURE

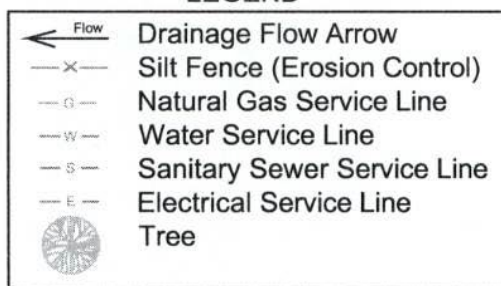
(Non-Refundable)

• Building Permit Fee – Per square foot	\$.17
• Plan Review Fee – Based on permit fee	\$ 25%
• State of Oklahoma Fee / Administration Fee	\$ 4.50
• Electrical – Ord 2760 – 3/20/2017 – 7-160(c)	
○ Temp Pole	\$ 25.00
○ Electrical – New Service / up to 200 amp	\$ 50.00
○ Electrical – New Service / 201 amp to 400 amp	\$ 100.00
○ Electrical – New Service / 400 amp or above	\$ 150.00
○ Branch Circuit Wiring	\$ 50.00
• Mechanical – Ord 2760 – 3/20/2017 – 7-331(a)	
○ Complete HVAC System – Per Ton	\$ 20.00
○ Mini Split – Per Unit	\$ 50.00
• Plumbing – Ord 2760 – 3/20/2017 – 7-362(a)	
○ Miscellaneous	\$ 50.00
○ Water Tap – ¾ or 5/8 – Per Line	\$ 350.00
○ Water Tap – 1" or more – Per Line	\$ 450.00
○ Sewer Tap – 4" – Per Line	\$ 375.00
○ Sewer Tap – 6" – Per Line	\$ 500.00
○ Sewer Tap – 8" – Per Line	\$ 1000.00

SAMPLE SITE PLAN



LEGEND



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



CHECKLIST

- | | | |
|---------------------------------|---|-------------------------|
| [] Address | [] Driveway | |
| [] Street Name(s) | [] Neighboring Driveway | |
| [] Property Line w/Dimensions | [] Landscaping | |
| [] Structure(s) w/Dimensions | [] Drainage Flow Arrows | |
| [] Setback lines | [] Erosion Controls | |
| [] Existing/Proposed Utilities | [] Flood Zone Boundary (if applicable) | |
| [] Water Service | [] Retaining Wall(s) | |
| [] Water Well | [] Scale | <u>PLEASE</u> |
| [] Sanitary Sewer Service | [] North Arrow | <u>USE BLANK</u> |
| [] Septic System | [] Date | <u>ON BACK</u> |
| [] Electrical Service | [] Contact Information | <u>DESIGN</u> |
| [] Natural Gas Service | | <u>PLAN</u> |

PLEASE
USE BLANK PAGE
ON BACK TO
DESIGN A SITE
PLAN



Builder Contract for Service

City of Shawnee
Customer Service Division
PO Box 1448
Shawnee, OK 74802
Email: COSutilities@shawneeok.org
Telephone: 405.878.1560
Fax: 405.878.1581
Web: Shawneeok.org

ACCOUNT NO _____ PERMIT NO _____ METER NO _____

MIU NO _____ RELEASE DATE _____ INSTALLATION DATE _____

TO BE FILLED OUT BY CUSTOMER SERVICE PERSONNEL

Builder / Owner: _____ Phone No. _____

Mailing Address: _____

Email Address: _____

*Would you like to participate in paperless billing? Yes ☐ No ☐

Project Address: _____

The undersigned agrees to pay the established rate set forth by the City of Shawnee ordinances and agrees to regulations governing same service. This application becomes a contract upon the establishment of service.

Printed Name: _____

Applicant Signature: _____ Date: _____

* If you choose paperless billing, you will not receive a paper bill in the mail.

Under Chapter 26, Sections 26-98(b), every person using water from the city water system shall be liable to the city for all water used, according to the established rates and minimum charges and according to the condition of this article.

Please select the size of water and sewer connections you are requesting for you project.

- ☐ 3/4" Water Meter
- ☐ 5/8" Water Meter
- ☐ 1" or above Water Meter

- ☐ 4" Sewer Connection
- ☐ 6" Sewer Connection
- ☐ 8" or above Sewer Connection