



# Shawnee

Date Recorded: \_\_\_\_\_ Permit # \_\_\_\_\_

## cosinspections@shawneeok.org RESIDENTIAL BUILDING PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:		Within a NFIP 100/500yr Floodzone: <b>YES</b> <b>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>	

CLASS OF WORK	STRUCTURE USE	INSTALLATION <small>(Mark that apply)</small>	WORK DESCRIPTION	
<input type="checkbox"/> NEW	<input type="checkbox"/> Single Family	<input type="checkbox"/> Water Well	<input type="checkbox"/> Wood Frame/Brick Veneer	<input type="checkbox"/> Metal Frame/Brick Veneer
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Duplex	<input type="checkbox"/> Septic	<input type="checkbox"/> Wood Frame/Other Siding	<input type="checkbox"/> Metal Frame/Other Siding
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Safe Room	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Solid Concrete
<input type="checkbox"/> REMODEL/REPAIR	<input type="checkbox"/> 3 to 4 Family	<input type="checkbox"/> Storm Shelter	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Attached <input type="checkbox"/> Detached
<input type="checkbox"/> FIRE RESTORATION	<input type="checkbox"/> Multi-Family (5+ Units)		<b>Structural Assemblies Fabricated Off-Site</b>	
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> Accessory		<b>YES</b>	<b>NO</b>
<input type="checkbox"/> MOVE ON	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> BURN OUT				
<b>DRIVEWAY SPEC.</b>				
<input type="checkbox"/> NEW	<input type="checkbox"/> REPAIR	<input type="checkbox"/> ADDITION/ALTERATION		
Driveway Width _____ ft.		<input type="checkbox"/> Installation of Tinhorn		
Driveway Thickness _____ in.		Tinhorn Size: _____ in.		
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete	<input type="checkbox"/> Galvanized	
			Under Roof Area: _____	# of Bedrooms: _____
			Lower: _____ ft <sup>2</sup>	# of Bath: _____
			Upper: _____ ft <sup>2</sup>	# of Rooms: _____
			Lot size: _____ ft <sup>2</sup>	# of garage: _____
			# of Units _____	Garage Area: _____ ft <sup>2</sup>
			# of Stories: _____	# of Accessory: _____
			Height: _____	Accessory: _____ ft <sup>2</sup>

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-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 of the necessary items, the review period shall begin.**

*Two (2) copies or a digital copy of the complete sets of plans are to be submitted to the City of Shawnee for the permit application.*

**NOTE: Reproduced, mirrored or flipped plans will not be accepted**

#### **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
  - (j) Location of hot water heater, water stub-in, sewer stub-in, & gas stub-in
  - (k) Location of HVAC unit, condenser unit, & return vents
  - (l) Location of the address signage. (*mailbox, structure, curb, etc.*)
- (3) Documentation
  - (a) Warranty Deed
  - (b) Copy of Perk Test (*If applicable*)
  - (c) Execute Easement (*If applicable*)
  - (d) Road Cut/Bore Permit (*If applicable*)
  - (e) Ground Clearing Permit
  - (f) Asbestos Report (*If applicable*)
  - (g) Manufactures Designs Layout (*If applicable*)
  - (h) Manufactures Design Data Review (*If applicable*)
  - (i) 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
  - (d) Building electrical drawings
  - (e) Building plumbing drawings
  - (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) Copy of Perk Test (*If applicable*)
  - (3) Execute Easement (*If applicable*)
  - (4) Road Cut/Bore Permit (*If applicable*)
  - (5) Ground Clearing Permit
  - (6) Asbestos Report (*If applicable*)
  - (7) Manufactures Designs (*If applicable*)
  - (8) 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 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:

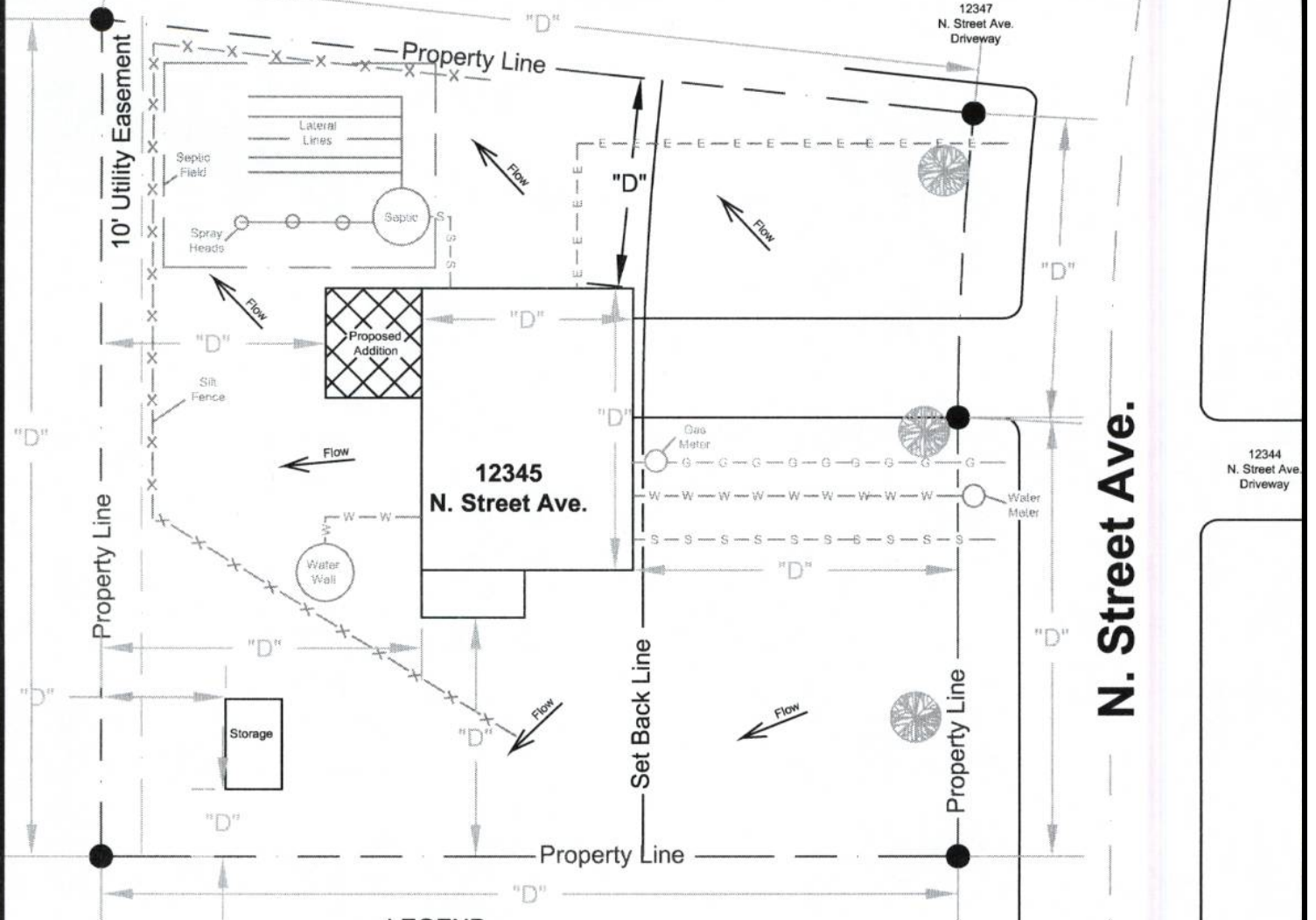
- Accurate construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Construction may begin only after the appropriate permit is issued.
- Mechanical/Electrical/Plumbing permits will be issued to licensed contractors only. Contractor must hold current State 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 log an inspection request.
- Re-inspections will be made but an additional charge of \$25.00 (1<sup>st</sup>) / \$50.00 (2<sup>nd</sup> 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 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.

## RESIDENTIAL FEE STRUCTURE

(Non-Refundable)

• Building Permit Fee	\$	.17 sqft
• Plan Review Fee	\$	25%
• State of Oklahoma Fee / Administration Fee	\$	4.50
• Water and Sewer Fees		
○ 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**

	Drainage Flow Arrow
	Silt Fence (Erosion Control)
<td>Natural Gas Service Line</td>	Natural Gas Service Line
<td>Water Service Line</td>	Water Service Line
<td>Sanitary Sewer Service Line</td>	Sanitary Sewer Service Line
<td>Electrical Service Line</td>	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**