

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.

Three (3) copies of the complete sets of plans are to be submitted to the City of Shawnee 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**)

THIS PAGE CAN BE USED AS A 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:

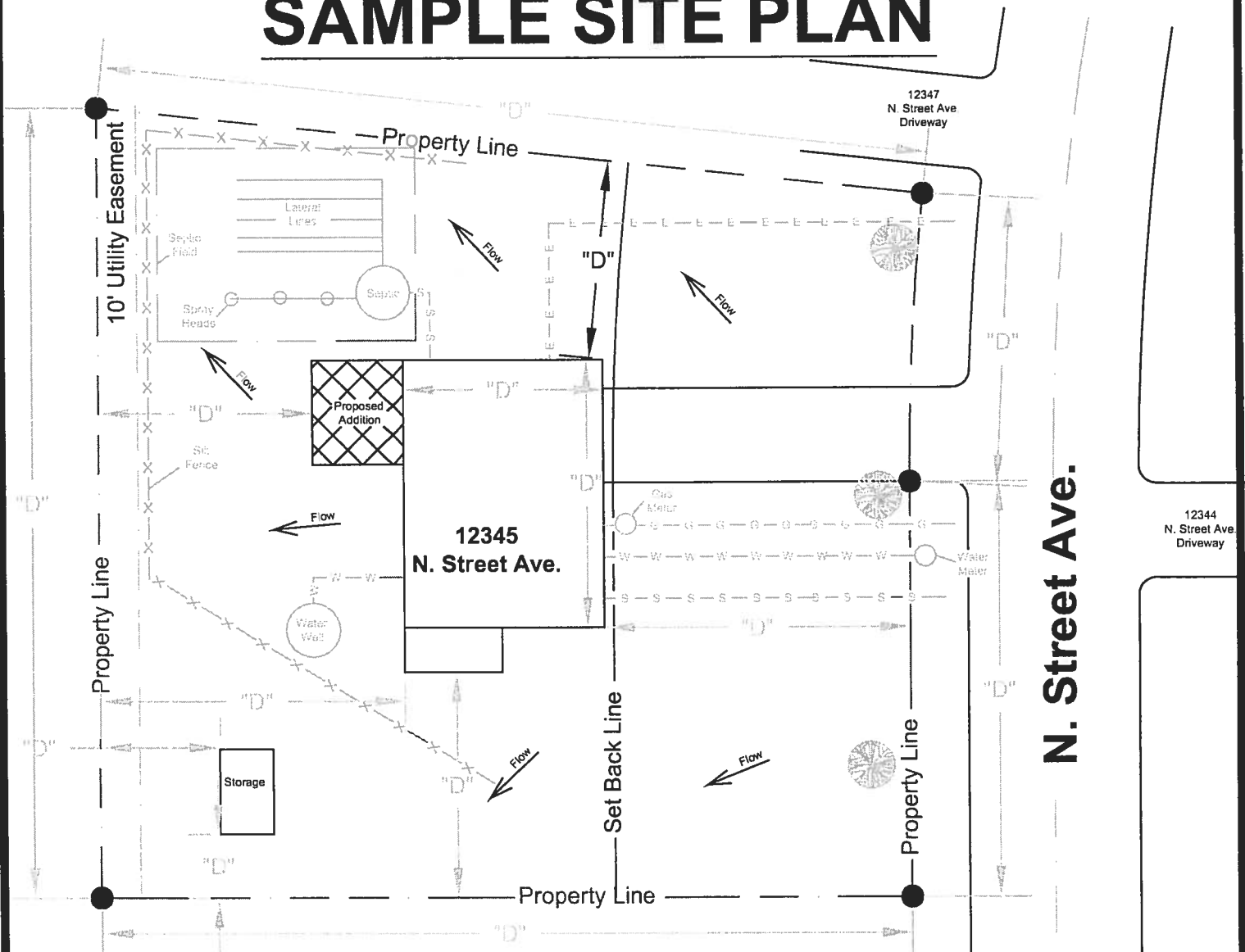
- Accurate construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Construction may begin only after the appropriate permit is issued.
- Designs must be stamped and signed by an Oklahoma license design professional for all drawings, except landscaping.
- Must provide SWPPP plan with erosion control measures shown on plans.
- Erosion control measures must be in place and well maintained before and during construction.
- 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.
- A re-inspection fee will be charged to all failed inspections, \$25.00 for the first fail then \$50.00 thereafter, this must be paid prior to the re-inspection being performed.
- 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 only be issued after all finals are complete. Occupying the structure is prohibited unit such time. *You may apply for Certificate of Occupancy anytime during construction.*
- 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)

• Building Permit Fee	\$.20 sf
• Plan Review Fee	\$	25%
• Addition	\$.20 sf
• Remodel	\$.20 sf
• Sprinkler Permit (an additional plumbing permit paid by the plumbing contractor)	\$	25.00
• State of Oklahoma Fee	\$	4.50
• Water and Sewer Fees		
○ Water Tap - 3/4" - 5/8" per meter	\$	350.00
○ Water Tap - 1" and up - per meter	\$	450.00
○ Sewer Tap - 4"	\$	800.00
○ Sewer Tap - 6"	\$	500.00
○ Sewer Tap - 8"	\$	1,000.00

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