

# BUILDING PERMIT APPLICATION

## City of Sand Springs, Oklahoma Neighborhood Services Department

108 E. Broadway, Sand Springs ok 74063  
Phone: (918) 246-2572 Fax: (918) 245-0372

APPLICATION DATE: \_\_\_\_\_

BUILDING LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

(If unplatted, attach legal description) Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax/Mobile/Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_

CONTRACTOR/BUILDER: \_\_\_\_\_

ADDRESS: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax/Mobile/Pager: \_\_\_\_\_

INTENDED USE OF STRUCTURE: \_\_\_\_\_

TYPE OF PERMIT: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

LOT INFORMATION: Frontage: \_\_\_\_\_ Avg. Depth: \_\_\_\_\_ Total Area: \_\_\_\_\_

BUILDING SETBACKS: Front: \_\_\_\_\_ Rear: \_\_\_\_\_

(Structure to Lot Lines)

Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

BUILDING SIZE: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ ft.

No. Floors: \_\_\_\_\_ Total Building Area: \_\_\_\_\_

TYPE CONSTRUCTION: \_\_\_\_\_ Floor: \_\_\_\_\_ Roof: \_\_\_\_\_

EASEMENTS: \_\_\_\_\_

-----  
(For Office Use Only)

ZONING: District: \_\_\_\_\_ Use Unit: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

LANDSCAPING PLAN: \_\_\_\_\_ Parking: \_\_\_\_\_ Fire Class: \_\_\_\_\_



### **How to Compete This Application:**

Property owners, builders or contractors may submit a building permit application. All information items should be completed – including the property’s legal description. The applicant is responsible for submitting accurate information on the application form. There are several types of permits – including new residential or commercial buildings, additions, remodeling or demolition. All Applications *must* include the estimated cost of the work to be done. This is necessary for record-keeping purposes and does not affect permit fees. Construction items should reflect the materials being used. Most platted properties have utility, access or drainage easements. Permanent structures may not be built on such easements. An insurance certification form must be completed for residential construction activities being done by builders or contractors other than the homeowner.

### **What Needs To Be Submitted?**

**Residential-** A completed building permit application must include one copy of a detailed site plan showing the permit structure’s location on the property in dimensional relation to property lines and other structures. The site plan shall also show the overall height of disturbed soils caused by the structure. One set of construction drawings showing footing, floor, wall and roof plans, as well as electrical, plumbing and mechanical fixtures shall be submitted (no smaller than 11”x17” size), shall be legible, and drawn to the appropriate scale. It is recommended a draftsman, architect or engineer prepares the drawings.

**Commercial-** A completed building permit application must include two attached detailed site plans showing the permit structures location on the property in dimensional relation to property lines and other structures. The site plan shall also include required parking spaces, as well as drainage, soils disturbance, and traffic flow characteristics. A detailed landscaping plan meeting City requirements *must* also be submitted for new commercial work or expansions exceeding 25 percent of the gross floor or lot area. Must provide two sets of construction drawings showing footing, floor, wall and roof plans, as well as electrical, plumbing and mechanical fixtures, must be submitted. The plans shall be full-size and drawn to the appropriate scale. These plans shall be professionally prepared, and authenticated when required.

**Review, Issuance and Fees:** Once a completed building permit application and all necessary attachments are received, the review process begins for zoning and building code compliance, as well as floodplain and soils disturbance (Earth Change Permit for 6 ft. above or below current grade) clearances. Commercial permits are also reviewed for infrastructure and fire safety issues. If no additional information is required, the process typically takes up to 5 working days for residential permits.

The applicant will be notified when the permit is ready for pickup. All permit and anticipated inspection fees must be paid in full at the time the permit is picked up. A fee schedule is available in the neighborhood Services Department located at 108 E. Broadway St.

### **Important Things to Note:**

All items submitted with a building permit application become a part of the building permit and remain on file as a public record. All representations made on the building permit application and related documents shall be accurate in relation to the intended construction activities. Applicants shall abide by any and all conditions placed on the issued building permit, as well as any and all laws regulating construction. All electrical, plumbing and mechanical trades must be State licensed and registered with the City of Sand Springs.

**Residential-** All rough and final inspections must be called in to the city by the permit holder or building contractor (group inspections). For all other stand-alone electrical, plumbing and mechanical inspections, the licensed trade is required to call the City.

**Commercial-** All commercial inspections are required to be requested by the respective trades.

Issuance of a building permit does not constitute a representation that the use is consistent with all City codes and ordinances. Therefore, property owners or occupants should confirm that the intended use is compatible with all applicable City codes and ordinances.

**For Further Information or Assistance, Call (918) 246-2572**



## Inspection Fee Computation

Effective July 1, 2008, each building permit issued by the City of Sand Springs will include fees for electrical, mechanical and plumbing inspections. These fees are calculated on the size or number of components involved. Please accurately complete the information requested below. This information will be used to determine your specific inspection fees. All information will be verified during the permit review and on-site inspection processes. Your building permit will contain a listing of itemized fees.

A complete fee schedule is available upon request. All fees must be paid at the time the permit is issued. Fees for additional or rejected inspections will be billed to the building permit applicant and must be paid before a Certificate of Occupancy can be issued.

Your building permit includes fees for the footing, framing and building final inspections, as well as electrical rough, mechanical overhead duct, and plumbing rough and top-out inspections. For new construction, fees are also assessed for temporary construction pole and temp-to-building meter services.

Should you have any questions, please call the Neighborhood Services Department at (918) 246-2572.

	<b>Existing</b>	<b>Added</b>
• <b>What is the amperage of your electrical service?</b>	_____	_____
• <b>What is the tonnage of your cooling unit(s)?</b>	_____	_____
• <b>How many plumbing fixtures do you have?</b>	_____	_____

Note: If you are remodeling or enlarging a structure but not changing the electrical service, please mark "N/A" and a standard \$28.00 trip fee will be assessed. Please make a similar marking if there is no increase in cooling unit capacity. Plumbing fixtures include sinks, toilets, tubs/showers, dishwashers or other appliances requiring drainage systems.

• **\*Electrical Contractor** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

• **\*Mechanical Contractor** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

• **\*Plumbing Contractor** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**\*Required Information**

# ATTENTION CONTRACTORS

**EFFECTIVE NOVEMBER 1, 2009**

Senate Bill 306 is an amendment to the Oklahoma Municipal Code that states any entity that issues building permits (*City of Sand Springs, OK*) shall, before issuing a **residential building permit**:

- Verify proof that the **contractor** has general liability insurance
- Verify proof that the **contractor** has worker's compensation insurance

A residential building permit shall be defined as a single-family or a duplex residential structure.

**Included** in the definition:

- ✓ Construction of a new structure
- ✓ Remodel of an existing structure
- ✓ Addition to an existing structure

**Not** included under the definition:

- ✓ Carport
- ✓ Patio Cover
- ✓ Storage Building
- ✓ Accessory Building
- ✓ Pool
- ✓ Fence
- ✓ Individual(s) performing the construction or remodeling to his, her or their own existing single-family or duplex structure on their own property (*unless the modifications are being performed by and the permit acquired by a general contractor or subcontractor*)



## Residential Buildings Insurance Verification Form

Name of Insured \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Federal/State Employer Identification Number (EIN) \_\_\_\_\_

### **Worker's Compensation Information**

Name of insurer \_\_\_\_\_

Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Policy No. \_\_\_\_\_ Amount of Coverage \_\_\_\_\_

Policy Effective Date \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

### **General Liability Information**

Name of Insurer \_\_\_\_\_

Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Policy No. \_\_\_\_\_ Amount of Coverage \_\_\_\_\_

Policy Effective Date \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

