



Before You Build ...

A Guideline for Building Permits

City of Sand Springs, Oklahoma
Neighborhood Services Department

Municipal Building
100 E. Broadway St. – PO Box 338
Sand Springs, OK 74063

Do I Need a Building Permit?

The City of Sand Springs issues building permits through the Neighborhood Services Division to protect the safety and welfare of building occupants and the community at large.

A building permit must be issued ***BEFORE*** construction work begins. Activities include new construction, additions, and alterations or remodeling for commercial and residential structures. Demolitions also require a permit. Some cosmetic improvements such as painting, non-structural roof work, or routine repair and maintenance can be made without securing a building permit.

Who Should Get a Permit?

Property owners may obtain their own building permit and do their own structural work. However, we recommend a contractor, engineer or architect obtain the permit and coordinate the work as they are familiar with the types of information required and the complex nature of building and trade codes.

Currently State-licensed and City-registered contractors *SHALL* perform all electrical, plumbing and mechanical work. Typically, any modification to the electrical, plumbing or mechanical systems of a building requires a City inspection.

Application and Plan Review

Building permit applications are available in the Neighborhood Services Division during regular business hours or can be completed and submitted on-line (with attachments).

Completed residential permit applications ***MUST*** include a detailed site plan showing lot and structure dimensions along with a set of professionally prepared construction drawings showing footing, floor, wall and roof plans as well as electrical, plumbing and mechanical fixtures. Commercial permit applications require ***TWO*** paper plan sets and ***ONE*** digital copy (professionally prepared and authenticated) that also include drainage, traffic and parking plans, along with a detailed landscaping plan. In cases where buildings are planned for land with extensive topographical slopes, a separate Earth Change Permit may be required.

Once completed, the application is checked for zoning, building/trade code, floodplain and soils disturbance compliance. Commercial applications receive additional reviews for drainage, traffic flows, water/wastewater systems and fire protection needs.

Inspections and Occupancy

At least 18 inspections are performed during a project's construction phase. The City of Sand Springs uses the International Code series and National Electrical Code as adopted by the State.

Owners or builders request structural inspections. Street curb cuts are requested *before* pouring concrete. Trade inspections (electric, plumbing and mechanical) must be requested by the licensed contractor at the rough stage.

As a general rule, framing, electrical rough, mechanical duct and plumbing top-out inspections are requested by the owner/contractor and are done at one time. This keeps one trade from concealing or damaging the work of others. These inspections can be done individually upon request.

Final inspections are requested by the owner/contractor on behalf of all trades. As a general rule, all work must be done – including paving, grading and landscaping.

A Certificate of Occupancy is issued for new homes upon approval of final inspections. Commercial structures have a more extensive CO inspection before occupancy. Persons needing occupancy prior to an approved CO can apply for a Temporary Use Permit.

In most cases, inspections that are requested prior to 9 a.m. will be performed the same business day. Inspections can be requested at any time by calling (918) 246-2572. Builders or contractors must provide all the requested information to assure an inspection is scheduled and completed.

How Much Does It Cost?

Permit costs vary depending on the type of structure, its size and services installed. A list of permit and inspection fees is available on-line or by request from Neighborhood Services staff. Fees are not based upon the structure's estimated value.

Single-family homes in new subdivisions are assessed a park fee starting at \$75 plus \$25 per bedroom. Separate fees apply for remodeling work, carports, decks and swimming pools.

Fees for electrical, plumbing and mechanical (heat and air) inspections on assessed as a part of the building permit and are paid at the time the permit is issued. They are based on electrical amperage, size of cooling unit and number of plumbing fixtures.

Where to Call ...

Permits, Inspections, Licenses	(918) 246-2572
Fee Schedules and Information	(918) 246-2572
Building and Trade Code Inquiries	(918) 246-2572
Zoning Questions	(918) 246-2575
Water and Sewer Taps	(918) 246-2527
Street Curb Cuts, Sidewalks	(918) 246-2572
Floodplain Information	(918) 246-2582
Water and Sewer Utility Locations	(918) 246-2584



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