



ITEMS NEEDED TO SECURE A BUILDING PERMIT FOR **COMMERCIAL/INDUSTRIAL CONSTRUCTION**

1.) **Site Plan Required**  YES  NO \_\_\_\_\_ Community Dev. & Planning

2.) **Zoning District** \_\_\_\_\_ **Permitted Use**  YES  NO \_\_\_\_\_ Community Dev. & Planning

3.) **Additional Parking Required**  YES  NO \_\_\_\_\_

\_\_\_\_\_ **Proposed plan for addition parking if required**

4.) \_\_\_\_\_ **Sidewalks will be required. Ordinance passed & effective 03/2016.**

5.) **Verified Sufficient Fire Flow**  YES  NO \_\_\_\_\_ Fire Department

6.) \_\_\_\_\_ **Completed Application for Construction**

7.) \_\_\_\_\_ **Surety Bond** Submitted: (bond form, power of attorney, register with secretary of state, copy of your general liability and workman comp insurance)

8.) \_\_\_\_\_ **Plot Plan** which is a drawing of the lot showing the dimensions of the lot and the location of any existing structures. This should show distances to all property lines and distance between structures. This will also show where the proposed structure will be built. (example attached)

**\*\* Note: Property Pins need to be located & staked for new constructions.**

9.) \_\_\_\_\_ **2 paper plans & 1 electronic/digital set of plans** are required containing the following:

Building Plans must be stamped by licensed architect or engineer

Floor Plans (layout and size of construction must be indicated)

Electrical Plans

Plumbing Plans

Mechanical Plans must be stamped by state mechanical engineer with occupant load over 50

10.) \_\_\_\_\_ **Contractors:** (if bids are being accepted-contact us immediately after job awarded)

Name of Building, Plumbing, Electrical, and Mechanical Contractor

11.) \_\_\_\_\_ **Water Meter:** Provide size and location.

12.) \_\_\_\_\_ **Location in a Flood Plain:** Flood Plain encroachment permit may be required.

13.) \_\_\_\_\_ **Storm Water Fees may apply.**

**Sprinkler and Fire Alarm Plans need to be submitted to Ken Helms (410 W Owen K Garriott, Enid) these require a 3rd party review and needs to be submitted as soon as possible so your project does not encounter delays.**

**The Code Department is committed to a 10 business day review and approval if all information is submitted correctly. Incomplete submittals may result in a longer review time.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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