

City of Shawnee



COMMERCIAL BUILDING PERMIT APPLICATION
(“MINIMUM” Building Requirements-Page 6)

Planning Office

405-878-1666
222 N Broadway Ave
Shawnee OK 74801-6917
FAX: (405) 878-1587
www.ShawneeOK.org

DATE RECEIVED _____ PERMIT NO. _____ INSPECTOR _____ DATE APPROVED _____

APPLICANT NAME _____ CONTACT NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NO. _____ CELL/PAGER NO. _____ FAX NO. _____

PROPERTY INFORMATION

PROPERTY OWNER (IF DIFFERENT) _____ PHONE NO. _____

PROPERTY ADDRESS _____ CITY _____ STATE _____ ZIP _____

IMPROVEMENT TYPE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> CARPORT <input type="checkbox"/> STORM SHELTER <input type="checkbox"/> OTHER (SPECIFY) _____ PROPOSED USE OF PROPERTY _____	SQUARE FOOT FLOOR AREA: NEW CONSTRUCTION SQUARE FOOTAGE: _____ NEW GARAGE SQUARE FOOTAGE: _____ ADDITION SQUARE FOOTAGE: _____ REMODEL SQUARE FOOTAGE: _____ SQUARE FOOTAGE TOTAL: _____
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<u>ESTIMATED COST OF CONSTRUCTION</u> <i>ESTIMATED COST FOR CONSTRUCTION IS THE TOTAL VALUE OF WORK TO BE DONE UNDER THIS PERMIT. IT INCLUDES ALL LABOR, MATERIALS, PLUMBING, ELECTRICAL, HEAT & AIR, ETC.</i> NEW CONSTRUCTION \$ _____ REMODEL CONSTRUCTION \$ _____	<u>CONSTRUCTION FEES:</u> NEW/ADDITION/REMODEL: \$0.14 PER SQUARE FT. PLAN CHECK FEE: 25% OF PERMIT FEE MIN.PERMIT FEE ON ANY CONSTRUCTION: \$20.00 REINSPECTION FEES: : FIRST REINSPECTION \$25.00 FOR EACH ADDITIONAL REINSPECTION \$50.00 ADDITIONAL APPROACH: \$25.00
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*Commercial Exhaust Hoods are not included on Building Permit. A separate Mechanical Permit is required.
*All Grease Traps, Sand Traps, Interceptors are not included on Building Permit. A separate Plumbing Permit is required.

OFFICE USE ONLY

NEW/ADDITION/REMODEL CONSTRUCTION:

\$ _____ NEW CONSTRUCTION
\$ _____ ADDITION CONSTRUCTION
\$ _____ REMODEL CONSTRUCTION
\$ _____ PLAN CHECK FEE
\$ _____ SEWER TAP FEE (IF APPLIES)
\$ _____ WATER TAP FEE (IF APPLIES)
\$ _____ DRIVE APPROACH/CURBCUT (IF APPLIES)
\$ _____ TOTAL COST OF PERMIT WHEN APPROVED/ISSUED.

****BUILDING CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING DEPARTMENT.***

DATE ISSUED _____
CASH/CREDIT CARD _____
CHECK # _____

CONTRACTORS: *MUST HAVE CONTRACTORS INFORMATION BEFORE PERMIT IS ISSUED.

BUILDER _____
ADDRESS _____
PHONE _____
CELL/PAGER _____

ELECTRICAL _____
ADDRESS _____
PHONE _____
CELL/PAGER PHONE _____
CITY LICENSE NO. _____

HEAT & AIR _____
ADDRESS _____
PHONE _____
CELL/PAGER _____
CITY LICENSE NO. _____

PLUMBING _____
ADDRESS _____
PHONE _____
CELL/PAGER _____
CITY LICENSE NO. _____

LEGAL DESCRIPTION OF PROPERTY: (OR PROVIDE COPY OF DEED)

LOT _____ **BLOCK** _____ **SUBDIVISION** _____

BUILDING CHARACTERISTICS FOR NEW BUILDINGS/REMODEL/ADDITIONS:

PRINCIPAL TYPE OF FRAME:

- WOOD FRAME BRICK WALL MASONRY WALL REINFORCED CONCRETE STRUCTURAL STEEL
OTHER (SPECIFY): _____

NUMBER OF BEDROOMS: _____	NUMBER OF STORIES: _____
NUMBER OF BATHROOMS: _____	NUMBER OF DWELLING UNITS: _____

SITE INFORMATION:

CORNER LOT INTERIOR LOT STREET FRONTAGE _____

EXISTING NUMBER OF BUILDINGS ON LOT _____ PROPOSED NUMBER OF BUILDINGS ON LOT _____

EXISTING USE OF BUILDINGS ON LOT _____

Type of Abutting Street: (if unknown, refer to map in planning office)

ARTERIAL COLLECTOR LOCAL

PERCENT OF LOT COVERAGE:

NEW STRUCTURES: _____ SQ.FT.
EXISTING STRUCTURES: _____ SQ.FT.
PROPOSED ADDITION: _____ SQ.FT.
TOTAL COVERAGE: _____ SQ.FT.

SETBACK: NEW BUILDINGS/ADDITIONS

FRONT YARD: N S E W FT. _____
(L)SIDE YARD: N S E W FT. _____
(R)SIDE YARD: N S E W FT. _____
REAR YARD: N S E W FT. _____

ZONING CLASSIFICATION:

EXISTING: _____
PROPOSED CHANGE: _____

APPROACHES

PARKING: NUMBER OF PARKING SPACES _____

NUMBER OF SPACES PROPOSED _____

SEALED SURFACE: ASPHALT CONCRETE

CONSTRUCTION TYPE CLASSIFICATION PER IBC BUILDING CODE: _____	
SEWER LOCATION: STREET <input type="checkbox"/> ALLEY <input type="checkbox"/>	WATER LOCATION: STREET <input type="checkbox"/> ALLEY <input type="checkbox"/>
SEWER SYSTEM: CITY <input type="checkbox"/> PRIVATE <input type="checkbox"/>	WATER SYSTEM: CITY <input type="checkbox"/> PRIVATE <input type="checkbox"/>
BUILDING SEWER SIZE: 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/>	WATER METER SIZE: 5/8" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/2" <input type="checkbox"/>

ALL INFORMATION MUST BE PROVIDED FOR THE PERMIT TO BE PROCESSED!!

PROPOSED PLOT PLAN/FLOOR PLAN
(SEE SITE PLAN REQUIREMENTS ON PAGE 6)

ZONING CLEARANCE PERMIT APPLICATION
(REQUIRED ONLY FOR NEW CONSTRUCTION & NEW BUSINESS)

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

RELATIONSHIP TO PROPERTY: AGENT OWNER CURRENT OCCUPANT

PROPERTY ADDRESS: _____

PROPERTY LEGAL DESCRIPTION: _____

ZONING OF THE PROPERTY: _____ PROPOSED USE OF PROPERTY: _____

***ORDINANCE NO. 742NS REQUIRES ALL APPLICATIONS, FOR ZONING CLEARANCE PERMITS, SHALL BE ACCOMPANIED BY A PLOT PLAN, DRAWN TO SCALE ON SUITABLE PAPER, SHOWING THE ACTUAL DIMENSIONS OF THE LOT TO BE BUILT UPON, THE SIZE, THE LOCATION OF THE BUILDING TO BE ERRECTED, AND ALL EXISTING STRUCTURES ON THE PROPERTY.**

APPLICANT NOTIFICATION

PLEASE READ THE FOLLOWING, SIGN AND DATE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN SIX (6) MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

NOTE: THIS STRUCTURE SHALL NOT BE OCCUPIED UNTIL A FINAL INSPECTION IS COMPLETED AND THIS OFFICE HAS ISSUED A CERTIFICATE OF OCCUPANCY.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION FOR WHICH THIS PERMIT IS ISSUED.

DATE

SIGNATURE OF **CONTRACTOR OR AUTHORIZED AGENT** THAT WILL ASSUME RESPONSIBILITY FOR THIS BUILDING PERMIT APPLICATION.

DATE

SIGNATURE OF **OWNER OF BUILDING** THAT WILL ASSUME RESPONSIBILITY OF THIS BUILDING PERMIT APPLICATION.

CHECK LIST FOR STAFF ONLY:

TYPE OF CONSTRUCTION: _____ SIZE OF BUILDING: _____

NUMBER DWELLING UNITS: _____ NUMBER OF STORIES: _____

MAX. OCCUPANT LOAD: _____ FIRE SPRINKLER REQ.: _____

SPECIAL APPROVALS	REQUIRED	RECEIVED	NOT REQUIRED
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ZONING: _____

FLOOD HAZARD: _____

FIRE DEPARTMENT: _____

ENGINEERING: _____

SOIL REPORT: _____

OTHER (SPECIFY): _____

APPROVED FOR ISSUANCE BY: _____ **DATE** _____

ZONING VERIFICATION: _____

SPECIAL COMMENTS: _____

"MINIMUM" REQUIREMENTS FOR PERMIT APPLICATION FOR NEW AND EXISTING STRUCTURES.

SITE PLAN:

1. Fully dimensioned Plot Plan drawn to scale. Not less than 1" = 60'-0".
2. Show width and location of all existing and proposed streets, easements and sidewalks.
3. Show all existing and proposed structures and their proposed use.
4. Show dimensions from property lines to buildings and to any other structures on the site.
5. Show driveway access and parking spaces.
6. Show legal description and name of the property owner.
7. Location of utilities, taps and meters.

FLOOR PLAN:

1. Fully dimensioned floor plan drawn to scale.
2. The floor plan is to show the intended use of all rooms, both existing and new.
3. Show all proposed and existing door and window sizes and locations.
4. Show type and size of all existing and proposed utilities i.e., water heater, F.A.H., etc.
5. For new buildings, show all proposed electrical outlets and size of service panel.
6. For existing buildings, show the size and location of existing service panel and location of all new proposed electrical outlets.
7. Show existing and proposed roof/ceiling framing sizes and centers.
8. Show any existing or proposed fire rated walls and their construction.

FOUNDATION PLAN:

1. Fully dimension foundation plan showing all footing sizes and depths.
2. Specify concrete strength, slab thickness, and anchor bolt size and spacing.
3. Provide section details to show any and all reinforcing steel required.
4. For existing structures, show only details that are necessary to support any newly imposed loads, due to remodel.
5. For additions, provide plan to show all of the above for the addition and connection detail to existing foundation.
6. If the foundation is a wood floor type construction, then also show pier size and location, girder size and floor joist size and centers.

FRAMING DETAIL: Provide typical framing section to describe type of construction proposed and how this construction shall support all loads.

WALLS: **A. WOOD FRAME:** Show size of studs and framing centers and exterior and interior finishes.

B. MASONRY: Show type and size of masonry units to be used and grout and steel sized to be used.

ROOF/CEILINGS:

- A. Show size, centers and structural support of all ceiling joists and rafters.
- B. Show type of roofing material to be used and type and size of roof sheathing to be used.
- C. Show type of ceiling finish to be used.
- D. Show concrete foundation and slab size.
- E. If wood floor construction show footing sizes, floor joist size and centers, girder size and floor sheathing.

EXTERIOR ELEVATIONS:

- *Show all four sides, as it would appear finished. * Show all doors and windows.
- *Show overall height of building and call out type of exterior finish and roofing material.

DETAILS:

- *Show any and all details, i.e., post to footing, girder to post, etc. That is necessary to show how the structure is to be constructed to comply with all codes and regulations.

****NOTE**** **4 COMPLETE SETS OF BUILDING PLANS ARE REQUIRED FOR A PLAN CHECK ON NEW CONSTRUCTION APPLICATIONS.**

4 COMPLETE SETS OF BUILDING PLANS ARE REQUIRED FOR A PLAN CHECK ON ADDITIONS AND REMODEL APPLICATIONS.

SUMMARY OF NEW SIDEWALK REQUIREMENTS EFFECTIVE JULY 2008

(See Ordinance 2366NS for complete details)

New Construction – Vacant Site

Sidewalks are required generally along all collector and arterial streets unless otherwise exempted. Sidewalks may also be required as part of infill projects where sidewalks exist on the same side of a block face even if development is not on an arterial or collector street.

Enlargement of Existing Structure

Residential: Enlargements or new permanent structures that exceed 50% of the existing gross square footage require sidewalk improvements along collector and arterial street frontages for one-to-three family structures.

Non-Residential: Enlargements or new permanent structures that exceed 15% of the existing gross square footage require sidewalk improvements along collector and arterial street frontages.

Collector and Arterial Streets

Collector and arterial streets are as defined by the City Code. The street classification is required to be shown on the building permit plot plan. If you are unsure of the street classification for your site, contact the City at the number below. Final determination of sidewalk requirements is made during building permit review. Sidewalks shall be installed concurrent with development (and per any plat approval), with Certificates of Occupancy withheld until sidewalk completion.

Sidewalk Standards

Non-Continuation of Existing Sidewalk Network: Four (4) foot-wide sidewalks are required along collector streets and six (6) foot wide sidewalks are required along arterial street.

Continuation of Existing Sidewalk Network: A transition between sidewalks of different widths may be approved by the City, provided that a minimum sidewalk width of four (4) feet is required.

Sidewalk Design: Construction must meet City engineering specifications and the Americans with Disabilities Act (ADA) including but not limited to, passing space, texture, grade, slope, landing requirements and curb ramps. Sidewalks shall be located in an area between the property line and five (5) feet from the curb, unless an alternative location is approved by the City due to terrain or other obstacle. The location of sidewalks should be designed as to not conflict with utility poles, signs, mailboxes, etc. A passing area at least five feet by five feet (5 x 5) is required every 200 feet. New driveways that cross the pedestrian path must meet the minimum requirements for slope and grade for a minimum width of five (5) feet along the entire width of the driveway.

Sidewalk Exemptions:

- Sidewalks shall be exempt from agricultural uses in the A-1 Zone.
- Sidewalks shall be exempt from existing subdivisions where variances were previously granted.
- Development west of Drummond Road (e.g., the Twin Lakes Area) unless otherwise determined by the Planning Commission.
- Sidewalks shall be exempt on collector streets within residential development when planned lots are one acre or greater in the RE Zone unless otherwise required by the Planning Commission.

Please contact the City of Shawnee Community Development Department at (405) 878-1666 if you have any questions. We look forward to working with you to improve and enhance our community.

SHAWNEE FIRE MARSHAL'S OFFICE

Plan Review Submittal Requirements

New Construction

NOTE: Every building permit project will not involve every feature listed, but the applicant should at least check to verify which items apply. These guidelines do not constitute all codes or all project requirements but, do represent information most frequently required. The applicant is still responsible for code compliance, even though, the information may not be on this list.

TITLE OR COVER PAGE:

- **Project information** – Indicate project name and address
- **Design information** – Indicate project architect, designer, and engineers with contact information

CODE INFORMATION:

- **Type of Occupancy** – Indicate the type of occupancy based on the 2003 International Building Code
- **Type of Construction** – Indicate the type of construction based on the 2003 International Building Code
- **Occupant Load** – Indicate the proposed occupant load of the project
- **Fire Protection Provided** – Indicate if fire alarm or fire sprinkler systems are to be provided
- **Exit system analysis** – Actual egress provided (number and width) VS. Required egress

SITE PLANS (Drawn to Scale):

- **New and existing buildings on site** – Indicate all buildings proposed and existing on the site
- **Streets** – Indicate all streets and access to property (include name of street)
- **Fire lanes** – Indicate all proposed fire lanes to include size and material used (list marking method)
- **Parking and Driveway Areas** – Indicate all proposed parking and driveway areas to include loading docks
- **Fire Hydrants** – Indicated the location of proposed and/or existing fire hydrants nearest to the site (indicate method of protection from impact when applicable)
- **North Arrow** – Indicate compass direction

ARCHITECTUAL PLANS (Drawn to Scale)

Floor Plans:

- **Means of egress** – Size, type, and location of all components of the means of egress
- **Doors and Windows** – Size, type, and location of all doors and windows. Include location of tempered glass and manufacture's information on skylights
- **Fire-rated walls, barriers, and partitions** – Location and construction of all fire-rated assemblies. Indicate listing and rating of assemblies. (UL # or Gypsum Manual #)
- **Non-fire-rated walls** – Location of all walls to include half-walls
- **Floor openings and Shafts** – Indicate all interior vertical openings and shafts, including but not limited to stairways, elevator hoistways, service and utility shafts, that connect two or more stories

- **Stairs** – Size and location of all stairways including rise & run of steps, handrail and guardrail height and construction details, with headroom clearance
- **Ramps** – Size and location of all ramps including slope, handrail and guardrail height and construction details
- **Room identification** – Indicate the proposed use for all rooms
- **Furnishings and equipment locations** (if known) – Location of all appliances and fixtures of a permanent nature such as ranges, ovens, washers, dryers, furnaces, water heaters, air conditioners (HVAC), fixed seating, work tables, etc.
- **Fire extinguishers** – Size, type, and location of proposed fire extinguishers

Schedules:

- **Door schedule** – Size, type, and hardware specification for each door (Include fire rating when applicable)
- **Window schedule** – Size and type of each window (include fire rating when applicable)
- **Interior finish schedule** – Location, type, and flame spread index of interior finish

ELECTRICAL PLANS:

- **Exit signs** – Location and type of proposed exit signs (indicate back-up power source)
- **Emergency lighting** – Location and type of proposed emergency lighting (indicate back-up power source)
- **Electrical shunts** – Indicate electrical equipment or service controlled by shunts

MECHANICAL PLANS:

- **Commercial kitchen hood exhaust system** – Size, type, and location
- **Fire dampers** – Size, type, and location
- **Smoke dampers** – Size, type, and location
- **Duct detectors** – Indicate duct detectors when provided in HVAC systems