

City of Shawnee



**RESIDENTIAL  
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. \_\_\_\_\_

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**PROPERTY INFORMATION**

PROPERTY OWNER (IF DIFFERENT) \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

<b>IMPROVEMENT TYPE:</b> <input type="checkbox"/> RESIDENTIAL <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) _____ <b>PROPOSED USE OF PROPERTY</b> _____ _____	<b>SQUARE FOOT FLOOR AREA:</b> NEW CONSTRUCTION SQUARE FOOTAGE: _____ NEW GARAGE SQUARE FOOTAGE: _____ ADDITION SQUARE FOOTAGE: _____ REMODEL SQUARE FOOTAGE: _____ <b>SQUARE FOOTAGE TOTAL:</b> _____
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<b>ESTIMATED COST OF CONSTRUCTION</b> <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 &amp; AIR, ETC.</i> <b>NEW CONSTRUCTION \$</b> _____ <b>REMODEL CONSTRUCTION \$</b> _____	<b>CONSTRUCTION FEES:</b> 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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**OFFICE USE ONLY**

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<b>NEW/ADDITION/REMODEL CONSTRUCTION:</b> \$ _____ 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.	<b>*BUILDING CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING DEPARTMENT.</b>	<b>DATE ISSUED</b> _____ <b>CASH/CREDIT CARD</b> _____ <b>CHECK #</b> _____
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**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.** \_\_\_\_\_

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**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): \_\_\_\_\_

<b>NUMBER OF BEDROOMS:</b> _____	<b>NUMBER OF STORIES:</b> _____
<b>NUMBER OF BATHROOMS:</b> _____	<b>NUMBER OF DWELLING UNITS:</b> _____

**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. \_\_\_\_\_

**# APPROACHES**

\_\_\_\_\_

**PARKING:** NUMBER OF PARKING SPACES \_\_\_\_\_  
NUMBER OF SPACES PROPOSED \_\_\_\_\_

**SEALED SURFACE:** ASPHALT  CONCRETE

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

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

RELATIONSHIP TO PROPERTY: CONTRACTOR  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 ERECTED AND ALL EXISTING STRUCTURES ON THE PROPERTY.**

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**\*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.

**CHECKLIST FOR STAFF ONLY:**

TYPE OF CONSTRUCTION: \_\_\_\_\_ SIZE OF BUILDING: \_\_\_\_\_

NUMBER DWELLING UNITS: \_\_\_\_\_ NUMBER OF STORIES: \_\_\_\_\_

MAX. OCCUPANT LOAD: \_\_\_\_\_ FIRE SPRINKLER REQ.: \_\_\_\_\_

TYPE OF ABUTTING STREET     ARTERIAL     COLLECTOR     LOCAL

SIDEWALK REQUIRED     YES     NO

**SPECIAL APPROVALS                      REQUIRED                      RECEIVED                      NOT REQUIRED**

ZONING: \_\_\_\_\_

FLOOD HAZARD: \_\_\_\_\_

FIRE DEPARTMENT: \_\_\_\_\_

ENGINEERING: \_\_\_\_\_

SOIL REPORT: \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

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**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 width 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, furnace location.
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 concrete foundation and slab size.
- D. 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 ON ALL PLAN CHECKS FOR NEW CONSTRUCTION, 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.*