



www.ShawneeOK.org

**MOVING & DEMOLITION PERMIT APPLICATION**

**Planning Office**  
**405-878-1666**  
222 N Broadway Ave  
Shawnee OK 74801-6917  
FAX: (405) 878-1587  
cosinspections@shawneeok.org

DATE RECEIVED \_\_\_\_\_ PERMIT NO \_\_\_\_\_ INSPECTOR \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

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

BUSSINESS PHONE \_\_\_\_\_ CELL NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**DEMOLITION PERMIT: CONTRACTOR WILL BE REQUIRED TO BE INSURED, BONDED AND LICENSED WITH THE CITY OF SHAWNEE.**  
  
LOCATION OF JOB: \_\_\_\_\_  
  
# OF BUILDINGS \_\_\_\_\_ Sign/Billboard(s) \_\_\_\_\_

**MOVING PERMIT: ROUTE MUST BE SUBMITTED AT LEAST 12 HOURS PRIOR TO DEPARTURE TIME.**  
  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  A.M.  P.M. DIMENSIONS: \_\_\_\_\_  
  
WIDTH: \_\_\_\_\_ LENGTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

❖ **ALL DEBRI EXCEPT FOR ROCK & DIRT MUST BE HAULED TO A LEGAL LANDFILL**

**SIGNATURES MUST BE OBTAINED BY UTILITY COMPANIES PRIOR TO ISSUANCE OF A PERMIT. MORE INFORMATION ON. (PAGE 3)**

I hereby make application to the City of Shawnee a moving or demolition permit within the corporate city limits of Shawnee. I agree not to enter any street or alley in the City of Shawnee without first notifying Public Works, Oklahoma Gas & Electric Company. Also the Police Department on moving permits. I will await the arrival of a representative of the Police Department who will escort me through the City if needed. I will pay any additional fees charged for this service by the utility companies. I certify that I will conform to the City of Shawnee ordinances, regulations, and requirements for this project. I also understand that this permit may be revoked for failure to comply. A sewer cap inspection is required before permit is final and I will take full responsibility to call the planning office to request the inspection.

**CONTRACTOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CITY INSPECTOR** \_\_\_\_\_  APPROVAL  DENIAL **DATE** \_\_\_\_\_  
**PERMIT FEE \$50.00** \_\_\_\_\_ **ISSUED DATE** \_\_\_\_\_  
**CASH/CREDIT CARD/CHECK#** \_\_\_\_\_ **ISSUE BY** \_\_\_\_\_  
**ONG RELEASE**  **OG&E RELEASE**  **WATER RELEASE**



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**APPROVALS FROM BY UTILITY COMPANIES MUST BE RECEIVED AND SECURED FROM THE FOLLOWING UTILITY COMPANIES TO CONFIRM REMOVAL OF SERVICES BEFORE PERMIT IS ISSUED OR WORK IS STARTED!**

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**APPROVALS CAN BE SENT BY E-MAIL TO:**

[kelly.gibson@shawneeok.org](mailto:kelly.gibson@shawneeok.org) **AND** [cheyenne.lincoln@shawneeok.org](mailto:cheyenne.lincoln@shawneeok.org)

**APPROVALS CAN ALSO BE FAXED TO: FAX # 405-878-1587**

**\*ANY QUESTIONS CAN BE ADDRESSED BY CALLING THE PLANNING AND BUILDING DEPARTMENT AT 405-878-1666**

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**\*CITY OF SHAWNEE: (405) 273-1960**

Public Works \_\_\_\_\_ Public Sewer \_\_\_\_\_ Septic System

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

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**\*OKLAHOMA NATURAL GAS: (405) 878-6231  
FAX# (405) 878-6248**

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

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**\*OKLAHOMA GAS & ELECTRIC: (405) 619-6500**

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

***DEMOLITION & MOVING REQUIREMENTS***  
**(on back)**

1. **Service connections:** Before a structure can be demolished or removed, the owner or agent shall notify all utilities having service connections with the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators have been removed or sealed and plugged in a safe manner.
2. **Notice of intent:** The person intending to cause a demolition or an excavation shall deliver written notice of such intent to the owner of each potentially affected adjoining lot, building or structure at least one week prior to the commencement of work and at reasonable intervals during the work to inspect and preserve the lot, building or structure from damage.
3. **Protection of adjoining property:** If afforded the necessary license to enter the adjoining lot, building or structure, the person causing the demolition or excavation to be made, shall at all times and at his own expense preserve and protect the lot, building or structure from damage or injury. If the necessary license is not afforded, it shall be the duty of the owner of the adjoining lot, building or structure to make safe his or her own property, for the prosecution of which said owner shall be granted the necessary license to enter the premises of the demolition or excavation.
4. **Notice to the code official:** If the person causing a demolition or excavation to be made is not afforded license to enter an adjoining structure, that person shall immediately notify in writing both the code official and the owner of the adjoining property that the responsibility of providing support to the adjoining lot, building or structure has become the exclusive responsibility of the owner of the adjoining properties and public rights of way.
5. **Removal of debris:** All waste materials shall be removed in a manner, which prevents injury or damage to persons, adjoining properties and public rights of way.
6. **Within 10 feet of street lot line:** Where any building or part thereof which is located within 10 feet (3048mm) of the street lot line is to be erected or raised to exceed 40 feet (12,192mm) in height, or wherever a building which is more that 40 feet (12,192mm) in height and is within 10 feet (3048mm) of the street lot line is to be demolished, a sidewalk shed shall be erected and maintained for the full length of the building on all street fronts for the entire time that work is performed on the exterior of the building.
7. **Within 20 feet of the street lot line:** Where the building being demolished or erected is located within 20 feet (3096mm) of the street lot line and is more that 40 feet (12,192mm) in height, exterior flare fans or catch platforms shall be erected at vertical intervals of not more than two stories.
8. **Buildings higher than six stories:** Where the building being demolished or erected is more than six stories or 75 feet (22,860mm) in height, unless set back from the street lot line is a distance of more than one-half of the height of the building a sidewalk shed shall be provided.
9. **Walkway:** An adequately lighted walkway at least 4 feet (1,219mm) wide and 8 feet (2,438mm) high in a clear shall be maintained under all sidewalk sheds for pedestrians. Where ramps are required, the ramps shall conform to the provisions of this article and Section 816.0.
10. **Thrust-out platforms:** Thrust-out platforms or other substitute protection in lieu of sidewalk sheds shall not be used unless approved and deemed adequate to insure the public safety. Thrust-out platforms shall not be used for the storage of materials.
11. **Watchman:** Wherever a building is being demolished, erected or altered, a watchman shall be employed to warn the general public when intermittent hazardous operations are conducted across the sidewalk or walkway.
12. **Grading of lot:** Wherever a building is being demolished and building operations have not been projected or approved, the vacant lot shall be filled, graded and maintained in conformity to the established street grades at curb level. The lot shall be maintained free from the accumulation of rubbish and all other unsafe hazardous conditions, which endanger the life, or health of the public. Provision shall be made to prevent the accumulation of water or damage to any foundations or the premises or the adjoining property.
13. **Retaining walls and partition fences:** Where the adjoining grade is not higher than the legal level, the person causing an excavation to be made shall erect where necessary a retaining wall at his or her own expense and on his or her own land. Such wall shall be built to a height sufficient to retain the adjoining earth, shall be properly coped as required in Section 1223.0 and shall be provided with a guardrail or fence no less than 42 inches (1,067mm) in height.