

CITY OF SAPULPA, OKLAHOMA
BUILDING PERMIT APPLICATION
RESIDENTIAL

- Staff will not accept a building permit application unless all applicable sections are completed and application is signed.
- Building permit applications will not be processed until staff has received all required documentation (plans, studies, other applications, permits, etc.)
- Building permit will not be issued until staff has received all required approvals.

Job Address (or general location): _____ **Date:** ____|____|____

Lot: _____ **Block:** _____ **Subdivision:** _____ **Current Zoning District:** _____

Is the property located in a **floodplain**? **Yes** _____ **No** _____

The Urban Development Department Mapping Division will assign an e-911 address, which must be displayed prominently at the job site.

OWNER INFORMATION

Last Name: _____ **First Name:** _____ **Phone:** _____

Address: _____ **Email:** _____

CONTRACTOR INFORMATION

Construction: _____ **Address:** _____

Contact Person: _____ **Phone:** _____ **Email:** _____

LOT INFORMATION

Frontage: _____ ft. **Lot Area:** _____ ft. **Average Depth:** _____ ft.

Lot Setbacks – Distance between Proposed Structure and Property Lines

Front: _____ ft. **Rear:** _____ ft. **Side:** _____ ft. **Side:** _____ ft. **Is this a corner lot? Yes or No**

Type of Work: Please check any of the following that apply to the project.

_____ **New Building** _____ **Enlarge Existing Building** (_____ sq. ft.) _____ **Repair - No Expansion**

_____ **Interior Remodeling** _____ **Accessory Building** _____ **Swimming Pool** (must show fence on plans)

BUILDING INFORMATION

Living Area: _____ sq. ft. **Building Area:** _____ sq. ft. **Number of Floors:** _____

Length: _____ ft. **Width:** _____ ft. **Height (wall plate)** _____ ft.

Valuation: \$ _____ **Impervious Surface** (total): _____ sq. ft.

Type of Construction (wood frame, steel, block): _____

STORMWATER DRAINAGE and SIDEWALKS & CURBS INFORMATION

Is street curbed? _____ Yes _____ No **Note:** *If street is not curbed, a culvert is required.*

- Standard culvert is 18" diameter by 20' long. Maximum length including extension is 25 feet.
- Property owner shall maintain the culvert and ditch (mowing, weed eating, debris removal, etc.)
- The City is not responsible for cleaning or maintaining the storm drain.
- Curb cuts, if made, must be mountable to prevent stormwater drainage. **(permit required)**
- Property owner shall prevent stormwater run-off onto neighboring properties.
- All sidewalks, curbs, and ramps must be built according to ADA guidelines

PERMIT FEES & INSPECTION FEES

Per **Section 106.5.2** - the issuance of a permit or approval of construction documents shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or any other ordinance of the jurisdiction. (Source: *City of Sapulpa, Oklahoma Code of Ordinances*)

- All inspections must be made before being covered by dirt, insulation, sheetrock or any other material that would prevent a visual inspection.
- All of the structure including Footing, Slab, Frame, Electrical, Mechanical, Plumbing and driveway approach or culvert must be inspected before work is covered.
- Typical structure inspections include Footing, Slab, Frame, and Final (may include ceiling & wall)
- All trades: Electrical, Mechanical, and Plumbing shall require separate permits and inspections.
- All trades must be licensed with the State of Oklahoma and the City of Sapulpa.

Sapulpa City **Ordinance #2692** (updated the Master Fee Schedule - 2/3/2014) Sewer Development and Extension Fees (Source: *City of Sapulpa, Oklahoma Code of Ordinances*)

- Fees may apply depending on location of development and will be added to building permit cost.

Sapulpa City **Ordinance #2696** (updated the Master Fee Schedule – 7/1/2014) Park and Recreational Development Fees (Source: *City of Sapulpa, Oklahoma Code of Ordinances*)

- Fees will be added to building permit cost on all construction for residential use.

*****A signature acknowledges that the information provided on the application is accurate and as well as an understanding of the required documentation for processing a building permit application.**

Applicant/Owner/Contractor signature

Date

(Office Use Only)

Required prior to issuing a **residential** building permit:

- Floodplain Development Approval (if applicable)
- Earth Change & Sediment and Erosion Control Approval
- ODEQ NOI Permit Number Received (if applicable)
- Construction Documents Approval

Building Inspector: _____ **Urban Development Director:** _____

Comments: _____

Permit Number: _____ **Issued by:** _____ **on:** _____