



## Commercial Install Construction Submittal Requirements

**When submitting, you will need the following information:**

### Building Information

- 1 . Building Address
- 2 . Owner and Applicant Information Contact Persons and Phone/email
- 3 . Legal Description
- 4 . Type of Permit (Commercial Building – Install)
- 5 . Existing use of property
- 6 . Estimated Cost and Square Feet
- 7 . Scope of Work

### Plan Requirements

**Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:**

1. Scaled Site Plan: (North arrow required)
  - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements.
  - B. Location and dimension, in feet, of all structures, drives, parking (including handicap provisions), landscaping, screening and lighting (both existing and proposed).
2. Footing and Foundation Plan with details
3. Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.
4. Details of the structure being installed.

**\* NOTE \*** Some plans may be required to be designed by an Architect or Engineer licensed in the State of Oklahoma.

### Submittal Fees