



Commercial New Construction Submittal Requirements

When submitting, you will need the following information:

1. Building Address – (If you do not have an address, please contact zoning 405-297-2623)
2. Owner and Applicant Information, Contact Persons Phone/email
3. Legal Description
4. Type of Permit (Erect, add-on, etc.) (Split fees if multiple type uses)
5. Specific Proposed and Existing Uses
6. Estimated Cost and Square Feet
7. Height and Stories of Building
8. Scope of Work

Plan Requirements

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

1. Scaled Floor Plan:
 - A. Show all existing and proposed walls, door swings and windows and their sizes.
 - B. Label use of all rooms, show all plumbing fixtures and provide stair details (if applicable)
 - C. Show accessible features (handicap requirements) including ramps and restrooms.
 - D. Show seating and/or equipment arrangements if applicable.
2. 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).
3. Footing and Foundation Plan with details
4. Wall Sections: Show wall section details that include composition of walls and any fire walls or fire rated assemblies and exterior and interior finish materials
5. Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.
6. Framing Plans: Structural plans showing the essential building framework and the methods of connection of structural framing members:

Most assembly use buildings and larger buildings that involve spans of structural members in excess of 30 ft may be required to be designed by an Architect or Engineer licensed in the State of Oklahoma.

Submittal Fees