



Commercial Remodel Construction Submittal Requirements

When submitting, you will need the following:

- 1 Building Address
2. Owner and Applicant Information Contact Persons and Phone/email
- 3 Legal Description
4. Type of Permit (remodel, Fire restoration)
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. Site Plan, if exterior work is included, showing items listed below or a key plan, showing the location of the remodel, if no exterior work is being done.
 - 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. If there are new Footing and Foundations, please provide plan with details
3. 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
4. If exterior work is being done, Exterior Elevations: Drawings shall depict accurate material/appearance of the structure.
5. Framing Plans: Structural plans showing the essential building framework and the methods of connection of structural framing members:

*** NOTE *** 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