



## Residential New Construction Submittal Requirements

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

1. Building Address
2. Owner and Applicant Information Contact Persons and Phone/ email.
3. Legal Description
4. Type of Permit (Erect, add-on, accessory building, etc.)
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. 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)

#### 2. 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, and landscaping.

#### 3. Footing and Foundation Plan with details. If a pier and grade beam foundation or post tension slab is proposed, an engineered certification of its design is required.

#### 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. Include Material type, lumber species and grade.

#### 7. Copy of perc test if on septic system.

**\* NOTE \*** 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