

## ***Submittal Requirements for New Commercial Building or Structure***

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

1. Building Address - (If you do not have an address, contact zoning 405-297-2623)
2. Owner and Applicant Information: Name, Phone, Email
3. Types of Permit:
  - a. Erect: New buildings or structures.
  - b. Add-On: An addition to an existing building or structure.
  - c. Modular: Construction of a new building that is built off-site.
  - d. Move On: Moving an existing building or structure to a new site.
  - e. Install: For construction that cannot be occupied by a person (Tanks, Cell Towers, Equipment, Parking Lots, etc.).
4. Proposed and Existing use of building. (Retail, Assembly, Business, etc.)
5. Project Cost (Estimate to include labor and materials)
6. Size of building or structure in square feet. (Including square footage under porches or awnings)
7. Height of building or structure.
8. Number of stories in the building or structure.
9. Scope of work. (New Warehouse, Restaurant, Change of use, etc.)
10. Any structure with a clear span over 30' must be stamped by a structural engineer.
11. Some Occupancy classifications will require the floor plans to be stamped by a licensed architect. [Click Here](#) for more info.

### **When submitting, you will need the following documents:**

*Documents will need to be in pdf format. Pages will need to be grouped into separate files by classification (Architectural, Civil, MEP's (if required)).*

1. Scaled Floor Plans: Include all the following, (*IBC 2015 107.2.1, 107.2.3, 107.2.4, 107.2.6*)
  - a. Doors and windows and show their sizes.
  - b. Detail bathrooms and dimension location of all bathroom fixtures, show all required ADA maneuvering clearances in bathrooms.
  - c. Show all built-in furniture, tanks, equipment, sales counters and accessible service counters. Provide location dimensions to adjacent walls.
  - d. Egress plan with complete egress path through required exit discharge.
  - e. All plans must be fully dimensioned. Include interior room sizes, hall widths, and exterior building dimensions.
  - f. Label all rooms according to IBC occupancy classifications.
  - g. Plans and walls must be drawn complying with accepted design practices (i.e. no single line walls, all elements must be to scale).
2. Foundation Plans:
  - a. Foundation details and layout
3. Exterior Elevations:
  - a. Include all 4 elevations.
4. Structural Plans: (*IBC 2015 107.2*)

- a. Any clear span over 30' must be stamped by a structural engineer lic. in Oklahoma.
  - b. Details of all wall construction types.
5. Fire Protection Plans: *(IBC 2015 107.2.2)*
- a. If fire suppression or alarm is required.
6. Site Plan: *Ord. (59-4200.3 and IBC 2015 107.2.5)*
- a. North arrow.
  - b. The plans must be drawn to a standardized scale.
  - c. The legal description of the property written on the plan or attached, and identity of the location of the tract, with regard to corner of the section, block and street corners.
  - d. All property lines as determined by a Boundary Line Survey accurately drawn to scale with the dimensions of each line numerically illustrated in feet.
  - e. All adjacent street and alley rights-of-way, showing the centerline of each, the width and length of each, and any street names. Property lines shall be included as a part of these rights-of-way by showing dimensions from the centerline.
  - f. The exact location, dimension and type of all easements that abut and/or are situated on the property shall be shown.
  - g. The location of driveway approaches, width, and length, of every driveway. Driveway work must be done by a licensed and bonded contractor, and a separate driveway permit must be issued.
  - h. Existing and proposed paving, including the width and type of paving and whether there is curb and gutter.
  - i. The off-street parking and maneuvering arrangement. Each parking space and drive is to be indicated. All parking arrangements must conform to required standards.
  - j. The location of all existing or proposed utility service, including:
    - i. Location and size of all sanitary sewer facilities and water lines, existing and proposed.
    - ii. Location and capacity of all drainage structures and pipes, existing and proposed, including contour lines to indicate natural flows, and the direction of flow of stormwater facilities. If the location is within a floodplain area, the first-floor elevation shall also be indicated.
  - k. The location of every existing building or parts of buildings to be removed or demolished, and proposed building on the property.
    - i. The buildings shall be located by indicating the distance from each building to all rights-of-way, property lines, and other buildings.
    - ii. The dimensions and the total square footage in each floor of every existing and proposed building shall be specified, including the square footage in each floor that is contained in areas designed for storage, utilities and building services.
    - iii. Statement concerning the specific uses of every existing and proposed building.
    - iv. The number of dwelling units in each building, where applicable.
  - l. Established street grades and proposed finished grades.
  - m. Flood hazard areas, floodways, and design flood elevations.
7. Key Plan: Required for all multi-tenant buildings *(IBC 2015 107.2)*
- a. Must show location of building on property.
  - b. Address of each tenant space, outline of each tenant space, and use of each tenant space (restaurant, retail, business, etc.)
  - c. Show all fire walls, barriers, or partitions and their fire ratings.