



## City of Okmulgee

111 East 4th \* PO Box 250 Okmulgee, OK 74447

Phone: (918) 758-1105 \* Fax: (918) 758-1122

### **INSTRUCTIONS TO APPLICANT FOR COMMERCIAL BUILDING PERMIT APPLICATION**

**NOTE: PLANNING AND ZONING REVIEW MUST BE COMPLETED PRIOR TO APPLICATION FOR A BUILDING PERMIT**

ONE FULL SET OF PLANS MUST BE SUBMITTED IN CONJUNCTION WITH THE BUILDING PERMIT APPLICATION.

THE APPLICATION, ALONG WITH THE INFORMATION REQUIRED , WILL BE ACCEPTED BY THE BUILDING OFFICIAL'S OFFICE FOR HIS REVIEW. APPLICATIONS WILL BE DATED AT THE TIME OF RECEIPT.

THE APPLICATION PROCESS IS NOT COMPLETE UNTIL PLANNING AND ZONING REVIEW; PUBLIC WORKS REVIEW AND BUILDING PERMIT REVIEW ARE ACCOMPLISHED. APPROVAL REQUIRES A DATE AND AN AUTHORIZED SIGNATURE. IN THE CASE OF DENIAL, AN ADDITIONAL COMMENT SHEET WILL BE ATTACHED TO INFORM THE APPLICANT OF THE CAUSE. AN INCOMPLETE APPLICATION IS NOT CAUSE FOR DENIAL BUT WILL REQUIRE FURTHER REVIEW FOLLOWING RECEIPT OF MORE INFORMATION.

WHEN THE PLAN REVIEW IS COMPLETE, ALL INFORMATION PERTAINING TO THE APPLICATION WILL BE RETURNED TO THE COMMUNITY DEVELOPMENT SECRETARY . THE SECRETARY WILL NOTIFY THE APPLICANT, WHO WILL BE ASKED TO PAY THE CALCULATED PERMIT FEE. A RECEIPT FOR THE BUILDING PERMIT COST AND A COPY OF THE BUILDING PERMIT APPLICATION WILL SERVE AS PROOF OF VALIDATED PERMIT AND MUST BE ISSUED BEFORE THE CONSTRUCTION PROJECT CAN BEGIN.



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## CONSTRUCTION BEST MANAGEMENT PRACTICES (BMPs)

Supplement to the City of OKmulgee Building Permit Application

### Protect Natural Features

- \* Minimize Clearing
- \* Identify and protect existing vegetation that will not be disturbed
- \* Minimize amount of exposed soil
- \* Protect streams, stream buffers, woodlands or other sensitive areas from disturbance or construction activity

### Construction Phasing

- \* Sequence construction activities so that the soil is no exposed for long periods of time
- \* Schedule or limit grading to small areas
- \* Schedule site stabilizing activities to be completed immediately after the land has been graded to final contour
- \* Install key sediment control practices before site grading

### Vegetative Buffers

- \* Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff
- \* Maintain buffers by mowing or replanting periodically to ensure effectiveness

### Site Stabilization

- \* Vegetate, mulch or otherwise stabilize all exposed areas as soon as land alteration has been completed
- \* Break up long slopes with sediment barriers or divert stormwater away from slopes

### Why are stormwater discharges from construction activities matter?

When it rains, stormwater washes over the loose soil on a construction site, along with materials and products being stored outside. As stormwater flows over the site, it can pick up pollutants like sediment, debris and chemicals from the soil and transport them to nearby storm systems or directly into rivers, lakes and streams.

Sediment in waterbodies from construction sites can reduce the amount of sunlight reaching plants, clog fish gills, smother habitat and spawning areas, and high volumes of runoff can cause stream bank erosion. Controlling erosion and sediment can significantly reduce the amount of sedimentation and other pollutants transported by stormwater runoff from construction sites.

The Oklahoma Pollution Discharge Elimination System (OPDES) stormwater program, authorized by the NPDES stormwater permitting program, requires construction site owners/operators to obtain coverage under the OPDES Construction General Permit OKR10 to discharge stormwater from their construction sites and implement appropriate pollution prevention controls/techniques to minimize pollutants and reduce stormwater runoff.

A permit is required before construction activity can start at a site. As part of the application the owner and/or operator must develop and implement a Stormwater Pollution Prevention Plan (SWP3).

Who needs an OPDES Permit?

- \* You are disturbing one acre or more land area
- \* Less than one acre of land if that activity is part of a "larger common plan of development or sale" that is greater than one acre

### Erosion & Sediment Control Basics

- \* Install BMPs to control erosion and sediment and manage stormwater
- \* Use proper BMPs to divert stormwater away from disturbed or exposed areas and slow down stormwater as it travels across project sites
- \* Inspect site regularly and properly maintain BMPs
- \* Inspect and maintain silt fences, make sure stormwater is not flowing around the silt fences
- \* Keep construction site clean and free of litter, construction debris and leaking containers, and keep storage containers covered
- \* Cover and seed dirt stockpiles
- \* Revise stormwater plan during construction as site conditions change if BMPs are not effective at controlling erosion and sediment
- \* Maintain construction site exits so as not to transfer mud and dirt to roadways
- \* Protect storm drain inlets with appropriate BMPs such as fiber rolls, gravel bags, berms, sediment basins, etc.

Regular inspections

Maintain you BMPs

Keep site clean

Revise plan for changing conditions



GIVE 24 HOURS NOTICE FOR INSPECTIONS

PLANS MUST BE ON JOB BEFORE INSPECTIONS WILL BE MADE

AT LEAST (1) INSPECTION EVERY 90 DAYS OR PERMIT EXPIRES

INSPECTIONS PERFORMED FOR 9:00A.M.- 4:00P.M.

CALL (918) 758-1105 FOR INSPECTIONS.

YOU MUST PROVIDE THE PERMIT NUMBER.

P.O. Box 250  
111 E. 4<sup>th</sup> Street  
Okmulgee, OK

Phone:918-758-1105

Fax:918-758-1122

**NEW CONSTRUCTION COMMERCIAL BUILDING PERMIT**

Date :

PERMIT #

**\*Water and Sewer Tap Fees must be paid in full before permit will be issued.\***

**\*Construction shall comply with 2018 OUBCC Commercial Code.\* PLEASE INITIAL \_\_\_\_\_**

BUILDING ADDRESS:

OWNER: ADDRESS:

PHONE: CITY, STATE & ZIP:

BUILDING CONTRACTOR: ADDRESS:

PHONE: CITY, STATE & ZIP:

OFFICE PHONE: FAX: EMAIL:

**\*RESTAURANT MUST INCLUDE APPROVED HEALTH DEPARTMENT PLANS\***

CONSTRUCTION TYPE: BUILDING WIDTH: BUILDING HEIGHT: LENGTH:

SQ FEET: # STORIES: # DWELLING UNITS: # BASEMENT LEVELS: ROOF:

EXT WALLS: INT WALLS: SPRINKLER: EASEMENTS:

NEW BUILDING

ENLARGE EXISTING BUILDING

ACCESSORY

ESTIMATE TOTAL COST OF BUILDING:

# OF WATER TAPS: SIZE: FEE: PAID DATE:

# OF SEWER TAPS: SIZE: FEE: PAID DATE:

IMPACT FEE: AMOUNT: PAID DATE:

**DOCUMENTS REQUIRED TO BE SUBMITTED WITH PERMIT - ONE SETS OF PLANS**

**BUILDING PERMIT FEES:**

ADMINISTRATIVE FEE:	\$20.50
STATE PERMIT FEE:	\$4.00
NC/RM FEE:	\$.20/SQ FT
NC/RM FEE (OVER 20,000 SQ FT):	\$.30/SQ FT
COMMERCIAL PLAN REVIEW	\$100.00
RE-INSPECTION FEE	\$50.00
	<b>TOTAL</b>

DATE PD: \_\_\_\_\_



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THE APPLICANT DOES HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED FOR HE APPLICATION IS TRUE AND CORRECT. THE APPLICANT FURTHER REQUESTS THAT A BUILDING PERMIT BE ISSUED ON THE BASIS OF AND SUBJECT TO THE HEREIN SET FORTH INFORMATION AS SUPPLEMENTED BE HERewith SUBMITTED PLANS AND SPECIFICATIONS, WITH THE UNDERSTANDING THAT ALL PERTINENT CODES AND REQUIREMENTS SHALL BE COMPLIED WITH WHETHER SPECIFIED IN THIS APPLICATION AND ACCOMPANYING PLANS AND SPECIFICATIONS OR NOT.

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APPLICANTS SIGNATURE

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DATE

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BUILDING OFFICIAL SIGNATURE

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DATE

---

BUILDING CONTRACTOR:

PHONE:

---

PLUMBING CONTRACTOR:

PHONE:

---

ELECTRICAL CONTRACTOR:

PHONE:

---

MECHANICAL CONTRACTOR:

PHONE:

---

SUPERINTENDENT:

PHONE:

---

SPECIAL INSPECTIONS:

PHONE:



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## TAPS (WATER, SEWER & FIRE LINE) PRICE SHEET

### RESIDENTIAL WATER TAP SERVICE CHARGES

SIZE	TAP BY CITY INSIDE CITY LIMITS	TAP BY CITY OUTSIDE CITY LIMITS	TAP BY CONTRACTOR INSPECTION FEE	TAP BY CONTRACTOR METER INSTALLATION BY CITY
3/4"	\$1,465.00	\$1,615.00	\$25.00 PER SERVICE	\$285.00 PER SERVICE
1"	\$1,540	\$1,690.00	\$25.00 PER SERVICE	\$345.00 PER SERVICE
1 1/2"	\$1,970.00	\$2,120.00	\$25.00 PER SERVICE	\$575.00 PER SERVICE

### NON-RESIDENTIAL WATER TAP SERVICE CHARGES

SIZE	TAP BY CITY INSIDE CITY LIMITS	TAP BY CITY OUTSIDE CITY LIMITS	TAP BY CONTRACTOR INSPECTION FEE	TAP BY CONTRACTOR METER INSTALLATION BY CITY
3/4"	\$1,465.00	\$1,615.00	\$25.00 PER SERVICE	\$285.00 PER SERVICE
1"	\$1,540.00	\$1,690.00	\$25.00 PER SERVICE	\$345.00 PER SERVICE
1 1/2"	\$2,670.00		\$25.00 PER SERVICE	\$1255.00 PER SERVICE
2"	\$3,435.00		\$25.00 PER SERVICE	\$1950.00 PER SERVICE
3"	\$4,740.00		\$250.00 PER SERVICE	\$2430.00 PER SERVICE
4"	\$6,530.00		\$250.00 PER SERVICE	\$4110.00 PER SERVICE
5"	\$6,830.00		\$250.00 PER SERVICE	\$4110.00 PER SERVICE
6"	\$7,860.00		\$250.00 PER SERVICE	\$5055.00 PER SERVICE
8"	\$8,310.00		\$250.00 PER SERVICE	ACTUAL COST OF METER
>8"	ACTUAL COST		\$250.00 PER SERVICE	ACTUAL COST OF METER

### RESIDENTIAL & NON-RESIDENTIAL SEWER TAP SERVICE CHARGES

ALL SEWER TAPS ARE MADE BY THE CONTRACTOR FOR AN INSPECTION COST OF \$250.00. IN ADDITION TO THE CONNECTION AUTHORIZATION AND INSPECTION FEE, AN IMPACT FEE SHALL BE PAID BASED UPON THE SIZE OF WATER METER SERVICING ANY PROPERTY WITHIN THE CITY LIMITS, IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

SIZE	TYPE	COST
3/4"	RESIDENTIAL	\$1,000.00
1"	RESIDENTIAL	\$1,500.00
1 1/2"	RESIDENTIAL	\$2,000.00
3/4"	COMMERCIAL	\$1,200.00
1"	COMMERCIAL	\$2,000.00
1 1/2"	COMMERCIAL	\$5,000.00
2"	COMMERCIAL	\$8,000.00
3"	COMMERCIAL	\$18,000.00
4"	COMMERCIAL	\$32,000.00
5"	COMMERCIAL	\$50,000.00
6"	COMMERCIAL	\$72,000.00
8"	COMMERCIAL	\$129,000.00

### FIRE LINE TAP SERVICE CHARGES

ALL FIRE LINE TAPS ARE MADE BY THE CONTRACTOR FOR AN INSPECTION COST OF \$250.00. THERE IS A SPRINKLER SYSTEM INSPECTION COST OF \$200.00 WHICH IS CHARGED ON THE PLUMBING PERMIT.



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## TAPS (WATER, SEWER & FIRE LINE) & STREET/ALLEY CUTS APPLICATION

PERMIT# \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

BUILDING CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### WATER

SIZE OF SERVICE: \_\_\_\_\_ LENGTH: \_\_\_\_\_ RESIDENTIAL OR COMMERCIAL? \_\_\_\_\_

REMARKS: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? \_\_\_\_\_

INSPECTION FEE: \_\_\_\_\_ SERVICE CHARGE: \_\_\_\_\_

### SEWER

SIZE OF SERVICE: \_\_\_\_\_ LENGTH: \_\_\_\_\_ RESIDENTIAL OR COMMERCIAL? \_\_\_\_\_

REMARKS: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? \_\_\_\_\_

INSPECTION FEE: \_\_\_\_\_ SERVICE CHARGE: \_\_\_\_\_

### FIRE LINE

SIZE OF SERVICE: \_\_\_\_\_ LENGTH: \_\_\_\_\_ RESIDENTIAL OR COMMERCIAL? \_\_\_\_\_

REMARKS: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ WHO WILL MAKE THE TAP: CONTRACTOR OR CITY? \_\_\_\_\_

INSPECTION FEE: \_\_\_\_\_ SERVICE CHARGE: \_\_\_\_\_

**THERE IS AN INSPECTION FEE OF \$200 FOR THE SPRINKLER SYSTEM WHICH IS CHARGED ON THE PLUMBING PERMIT.**

### STREET OR ALLEY TRENCH CUT

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

TO CONSTRUCT A DRIVEWAY

TO CUT ALLEY

TO CUT STREET

**MUST CARRY \$10,000 BOND FOR ALL TRENCH CUTS.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WATER/SEWER SUPERVISOR \_\_\_\_\_

STREET SUPERVISOR \_\_\_\_\_

ASSISTANT PUBLIC WORKS DIRECTOR \_\_\_\_\_

PUBLIC WORKS DIRECTOR \_\_\_\_\_



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## APPLICATION & PERMIT FEES

PERMIT#

BUILDING ADDRESS:

OWNER:

ADDRESS:

PHONE:

CITY, STATE & ZIP:

BUILDING CONTRACTOR:

ADDRESS:

PHONE:

CITY, STATE & ZIP:

OFFICE PHONE:

FAX:

EMAIL:

**BUILDING PERMIT**

FEES: \_\_\_\_\_

**PLANNING & ZONING REVIEW**

FEES: \_\_\_\_\_

**STORMWATER & IN LIEU OF CONSTRUCTED DETENTION**

FEES: \_\_\_\_\_

**WATER TAP**

FEES: \_\_\_\_\_

**SEWER TAP**

FEES: \_\_\_\_\_

**IMPACT**

FEES: \_\_\_\_\_

**FIRE LINE**

FEES: \_\_\_\_\_

**STREET CUT**

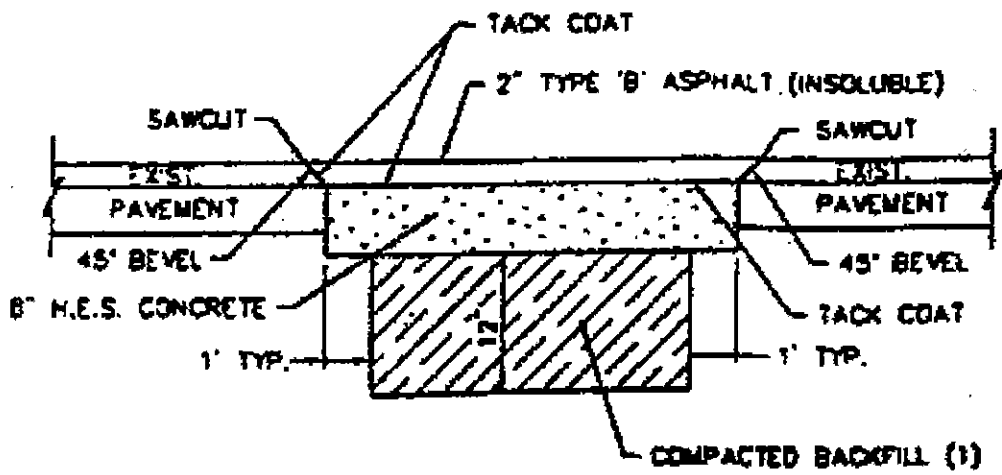
FEES: \_\_\_\_\_

**TOTAL**

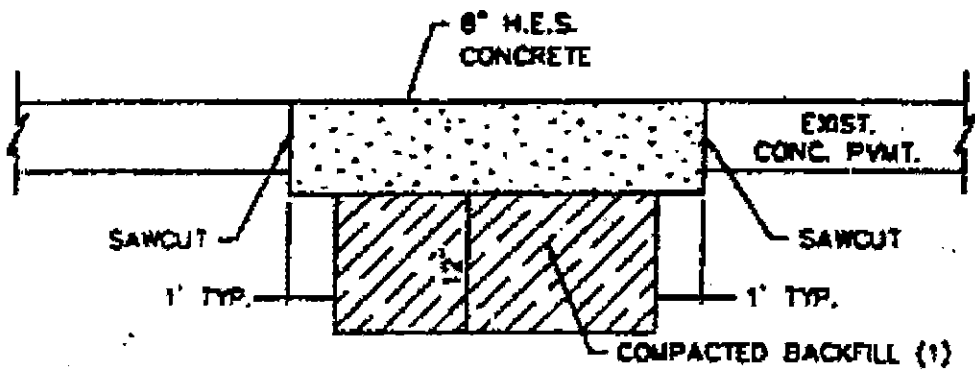
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BUILDING OFFICIAL SIGNATURE

DATE



**FULL DEPTH CONCRETE REPAIR  
FOR APC PAVEMENT**  
NOT TO SCALE



**FULL DEPTH CONCRETE REPAIR**  
(SEE STD. PCPR-2)  
NOT TO SCALE

(Ord. 1896 § 2, 2007)