

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.

I. LOCATION OF BUILDING	AT (LOCATION) _____ (NO.) _____ (STREET) _____	ZONING DISTRICT _____
	BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____	
	SUBDIVISION _____ LOT _____ BLOCK _____	LOT SIZE _____

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -> _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -> _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -> _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -> _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
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<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement..... \$ _____</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical..... \$ _____</p> <p>b. Plumbing..... \$ _____</p> <p>c. Heating, air conditioning..... \$ _____</p> <p>d. Other (elevator, etc.)..... \$ _____</p> <p>11. TOTAL COST OF IMPROVEMENT \$ _____</p>	<p>(Omit cents)</p>	<p>Nonresidential - Describe in detail proposed use of buildings, e. g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

<p>E. PRINCIPAL TYPE OF FRAME</p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>48. Number of stories.....</p> <p>49. Total square feet of floor area, all floors, based on exterior dimensions.....</p> <p>50. Total land area, sq. ft.</p>
<p>F. PRINCIPAL TYPE OF HEATING FUEL</p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p>H. TYPE OF WATER SUPPLY</p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>51. Enclosed.....</p> <p>52. Outdoors.....</p>
<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No</p>	<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>53. Number of bedrooms.....</p> <p>54. Number of bathrooms</p> <p style="margin-left: 20px;">} Full.....</p> <p style="margin-left: 20px;">} Partial.....</p>	

IV. IDENTIFICATION - To be completed by all applicants

	Name	Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee				
2. Contractor			Builder's License No.	
3. Architect or Engineer				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

VII. VALIDATION

<p>Building Permit number _____</p> <p>Building Permit issued _____</p> <p>Building Permit Fee \$ _____</p> <p>Certificate of Occupancy \$ _____</p> <p>Drain Tile \$ _____</p> <p>Plan Review Fee \$ _____</p>	<p style="text-align: center;">FOR DEPARTMENT USE ONLY</p> <p>Use Group _____</p> <p>Fire Grading _____</p> <p>Live Loading _____</p> <p>Occupancy Load _____</p>
<p>Approved by: _____</p> <p>_____</p> <p style="text-align: right;">TITLE</p>	

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - *For Applicant Use*

The form consists of a large rectangular area filled with a fine grid of small squares, typical of graph paper. On the right side of the grid, there is a circular symbol with a vertical line through it, representing a north arrow. The grid is intended for the applicant to draw their site or plot plan.

To: BUILDING PERMIT APPLICANTS
From: CITY OF MCALESTER, COMMUNITY DEVELOPMENT DEPARTMENT

EFFECTIVE – APRIL 26, 2022

The following information is provided to assist you in obtaining your building permit. **This information sheet is not intended to cover the code requirements but is only a guideline to obtaining your permit.** Design review and inspection of building elements shall be in accordance with the following standard building codes.

Building	International Building Code, 2018 Edition International Residential Code, 2015 Edition International Existing Building Code, 2018 Edition
Plumbing	International Plumbing Code, 2018 Edition
Electrical	National Electrical Code, 2017 Edition and Amendments
Mechanical	International Mechanical Code, 2018 Edition International Fuel Gas Code, 2015 Edition
Fire	International Fire Code, 2018 Edition International Building Code, 2018 Edition NFPA 101 Life Safety Code, 2018 Edition

A building permit is required by an owner or owner’s authorized agent whenever any building is constructed, enlarged, altered, repaired, moved, demolished or the occupancy of a building or structure is changed, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system within the City of McAlester, and shall be obtained before any work is started. Even though some work or activities may be exempt for permit purposes, it must still comply with adopted ordinances or any other applicable local, state, or federal laws, rules, or regulations.

THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION FOR REVIEW:

1. Building permit applications shall be accompanied by construction documents prepared and stamped by a licensed and/or registered Oklahoma design professional where required by 59 O.S. 46 State Architectural and Registered Interior Designers Act based on the building’s Code Use Group. At least two sets of construction plans must be submitted along with footing, stem wall, and slab details.
2. If construction documents from a design professional are not required, building permit applications shall be accompanied by building plans that are dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the building code and relevant laws, ordinances, rules and regulations, as determined by the code administrator. At least two sets of plans which include at minimum a floor plan, electrical plan, plumbing location, mechanical plan along with footing, stem wall, and slab details.
3. A plot plan, to scale with all dimensions figured. The plot plan must show the exact size of lot and the location of the proposed and existing buildings on the lot. It must also include the exact locations and size of all driveways and parking spaces. The plot plan may be placed on the survey required in #4.
4. A survey with existing topography, corners and all existing easements. The survey must be tied to a mean sea level benchmark as identified on FIRM Map 400170, revised 07/22/2010, for zone AE and Zone X encroachments. Bench marks known to registered land surveyors may be applied to Zone AE

and Zone X as it is identified by FIRM 400170, revised 07/22/2010. ASSUMED BENCH MARKS WILL NOT BE ALLOWED. The lowest finished floor elevation must be provided for all proposed structures. The survey must be stamped and signed by a registered land surveyor. Finish floor minimum is 6 inches above the curb and/or 6 inches above finished lot grade, whichever is greater.

5. A residential drainage plan with mean sea level elevations showing all finished grading improvements and showing how all sheet-flow run-off will be controlled. A finished grading and drainage plan with mean sea level elevations for commercial construction sealed and stamped by a registered professional architect/engineer shall be required. Post-construction flow rates must be equal to or less than pre-construction flow rates.

FEE SCHEDULE

The required permits and inspection fees must be paid PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. The following fee schedule is provided for your information. The fees presented here are for new construction. Remodeling and/or repair cost will be figured by the department based on the area being remodeled or repaired and the activities involved, and the number of inspections required.

Permit	Residential	Commercial
Building	\$ 0.17 / sq. ft. (minimum \$30.00)	\$ 0.17 / sq. ft. (minimum \$40.00)
Electrical	\$0.06 / sq. ft.	\$0.06 / sq. ft.
Plumbing	\$0.06 / sq. ft.	\$0.06 / sq. ft.
Mechanical	\$0.04 / sq. ft.	\$0.04 / sq. ft.
Fire Inspection & Plan Review	-----	\$0.02 / sq. ft.
Sewer Taps	\$300.00	\$400.00
Connection to Existing Tap	\$100.00	\$100.00

We hope this information will assist you in your proposed project. If you have any questions, please stop by City Hall or call (918) 423-9300 and the extension for the following:

Community Development Department

Building Inspector(s) Ext. 4981 or 4985
 Planning Technician Ext. 4984

Fire Department

Fire Marshall Ext 8152

Engineering Division, Public Works Department

Engineer Technician Ext. 4994
 Environmental Programs Ext. 4995

R105.2 Work exempt from permit. Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*. *Permits* shall not be required for the following:

Building:

1. One-story detached *accessory structures*, provided that the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a dwelling do not serve the exit door required by Section R311.4.

Electrical:

1. *Listed* cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, *appliances*, apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying *appliances*.

2. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
3. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating *appliances*.
2. Portable ventilation *appliances*.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling *equipment* regulated by this code.
5. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in **pipes, valves or fixtures**, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

❖ This section of the code lists the types of work in five categories—building, electrical, gas, mechanical and plumbing—that do not require permits. However, all work, even work that does not require a permit, must be done in a manner that will comply with the code requirements.

Communities that participate in the NFIP are required to issue permits even for some of the work listed under the building category if that work takes place in flood hazard areas, including work on *accessory structures*, retaining walls, water tanks, and sidewalks and driveways if fill is involved. This responsibility may be handled under a separate floodplain management regulation or IBC Appendix G. For guidance, the requirements for these activities, including floodway encroachment impacts, are described in IBC Appendix G.



Know what's below.
Call before you dig.

KNOW WHAT'S BELOW. CALL 811 BEFORE YOU DIG



How 811 works

Calling 811 - What can I expect?



- **Call 811** from anywhere in the country a **few days** prior to digging and your call will automatically be routed to your local one call center. Interested in contacting the 811 center online? Visit our state map to see if your local one call center accepts online requests.
- You'll give the operator information about how to contact you, where you are planning to dig and what type of work you will be doing. Your quick conversation with the operator will last a few minutes.
- Utility companies who have potential facilities in the area of your dig site will be notified about your intent to dig.
- Each affected utility company will **send a locator** to mark the approximate location of your underground utility lines. This typically occurs within 2-3 working days. To access specific information about your state, visit our state map.



Remember the 811 process



- **Notify** your local one call center by calling 811 or making an online request 2-3 days before work begins. *Be sure to check our state map to find out how far in advance you need to call.*
- **Wait** the required amount of time for affected utility operators to respond to your request.
- **Confirm** that all affected utility operators have responded to your request and marked underground utilities.
- **Respect** the marks.
- **Dig Carefully** around the marks with care.

Still have questions?

When you call 811, the operator at your local 811 center will be able to answer your questions. If you'd like any additional details about using the 811 service, want to know the timeframe in which you can expect buried lines on your dig site to be marked or would like information about how or whether you will be notified when the marks are complete, the 811 operator can talk you through the process.

The video below provides a brief overview of the calling 811 process and the simple conversation you'll have with the 811 operator. For additional information on the one call center in your state, visit our 811 state map.