



# Commercial Permit Application Checklist

## City of El Reno Adopted Codes

- |                                    |   |
|------------------------------------|---|
| International Building Code 2015   | International Fire Code 2015              |
| International Mechanical Code 2015 | International Plumbing Code 2015          |
| National Electrical Code 2014      | International Existing Building Code 2015 |
| International Mechanical Code 2015 | International Residential Code 2015       |

*All building permit applications must be submitted with the following information: Please initial each line stating these items are addressed on submitted plans.*

\_\_\_\_\_ **Complete Sets of Building Plans – Five (5) Copies**

- Civil       Architectural       Footing       Life Safety Plan  
 Roofing       Mechanical       Electrical       Plumbing  
*One (1) set will be stamped and returned upon issuance, and must be kept on site at all times.*

\_\_\_\_\_ **Site Plan** of entire property attached to each building plan, including the following:

- Drawn to scale, on no less than 18x24 paper, with North arrow, and scale accurately portrayed. Max scale to be used is 1" to 50".
- Physical address of property (if assigned)
- Property/lot lines with dimensions, location of proposed structure, and square footage of all existing and proposed structures
- Building lines showing all required setbacks for front, side, rear yard and all buildings within 30'.
- Parking spaces, visit <https://www.ecode360.com/8106015>
- Driveway location and length, visit <https://www.ecode360.com/28882093>  
*\*\*For Setbacks and other requirements for your zoning district, visit <https://www.ecode360.com/8105833>*
- All existing and new fire hydrants must be on plans. Depending on occupancy classification, a hydrant must be within 400' or 600' of the building as hose falls off the fire truck.
- Fire department roads must be a minimum of 20' wide and within 150' of all portions of building.

\_\_\_\_\_ **Drainage / Detention Plan – Two (2) Copies** must be submitted on new properties or buildings additions.

- Must include calculations, and be stamped by a licensed Civil Engineer*  
*One (1) set will be stamped and returned upon issuance, and must be kept on site at all times.*

\_\_\_\_\_ **Landscaping Plan** (can be included on site plan) *For different landscape requirements, visit*

*For Construction along Highway 66, visit <https://www.ecode360.com/28738958>*

*All other locations visit: <https://www.ecode360.com/EL1819/laws/LF1087030.pdf#search=landscaped%20landscaping>*

\_\_\_\_\_ **Occupancy Classification** must be stated on the plans. (Refer to 2015 IBC Chapter 3)

\_\_\_\_\_ **List of Adopted Codes (with year)** used for building design.

These must match current City of El Reno adopted codes.

\_\_\_\_\_ **Building Construction Type** must be stated on plans (example: Type IIB). (Refer to IBC 601)

\_\_\_\_\_ **Total Square Footage** of building including all floors and roof overhangs must be stated on plans.

\_\_\_\_\_ **Floor plan/ Life safety plan** minimum scale must be 1/8" to 1' and must include all of the following:

- All exit locations and door swings       Occupant load per room and total occupant load.  
 Total Square feet including overhangs       All rooms and room uses  
 Emergency egress lighting and exit signs       Fire separation ( If required)  
 Extinguisher locations



# Commercial Permit Application

All building permit applications must be submitted with the following information: Please initial or N/A each line stating these items are addressed on submitted plans.

\_\_\_\_\_

**Driveway Agreement**—for developments along Highways 66 and 81

Visit <http://www.okladot.state.ok.us/forms/pdfs/te-2000.pdf>

\_\_\_\_\_

**Easement Records** for property access, if applicable

\_\_\_\_\_

**Floodplain Development Permit Application**, if applicable

\_\_\_\_\_

**Image of Data Plate** or Engineer Certification of pre-constructed structures

For existing buildings being moved onto the site – including shipping containers and portable offices

\_\_\_\_\_

**Meter Vault**, if either domestic or fire line is at least 3" at the meter

\_\_\_\_\_

**Percolation / Soil Test** from ODEQ, if not on municipal sewer – call (405) 702-6222

\_\_\_\_\_

**Sidewalk Plan**, or Fee-In-Lieu of Sidewalk, as required (can be included on site plan)

Visit <https://www.ecode360.com/8106432> for requirements

\_\_\_\_\_

**Storm Water Site Development Plan**—for site work on more than one (1) acre

Visit <http://www.deq.state.ok.us/WQDnew/stormwater/> for ODEQ Permit

\_\_\_\_\_

**Sensitive Border Standards**— for industrial projects abutting residential properties

Visit <https://www.ecode360.com/28738913>

*Other requirements that may be required for life safety plan.*

\_\_\_\_\_

**Door Hardware** must be stated on plans. See *International Fire Code (IFC) Ch. 10.*

\_\_\_\_\_

**Egress Travel Distance** must be shown on plans. See IFC Ch. 10.

\_\_\_\_\_

**Sprinklers or fire alarms** are required for occupancy, it must be stated on plans. See *IFC Chapter 9*

\_\_\_\_\_

**Fire Separation/Barrier/Walls** must be shown where separation is located, and specifications for Fire separation/  
Fire barriers/Fire walls, if required for occupancy. See *IBC Ch. 5-7.*

\_\_\_\_\_

**Actual Allowable Building Height and Area** must be stated on plans. See *IBC Ch. 5*

\_\_\_\_\_

**Special Use Requirements** must be in accordance with IBC Ch. 4 and IFC.

\_\_\_\_\_

**Interior Finish Classification** must be stated on plans. See *IFC Ch. 8.*

\_\_\_\_\_

**Hazardous Material Usage or Storage** must conform to International Fire Code.

\_\_\_\_\_

**Fire Department Connection (FDC)** shall be within 50' of hydrant, on the front side of the building, in an approved location.

\_\_\_\_\_

**Private Fire Service Mains** shall be separate from domestic water lines. Lines shall be metered separately and come from public water line. Private Underground Fire Service waterlines must conform to NFPA 24.

\_\_\_\_\_

**Electric Access Gates** shall have a Knox key switch. **Manual Gates** shall have a Knox Box 3200 Series.

\_\_\_\_\_

**Knox Box** shall be mounted by front door. Please verify location with fire code official.

\_\_\_\_\_

**Existing Buildings** must conform to 2015 International Existing Building Code (IEBC) and Alteration Level 1, 2, or 3 must be shown on plans. To verify what type of alteration level, refer to IEBC Chapter 5.

\_\_\_\_\_

**State of Oklahoma Architectural Stamp** shall be shown, as required by the State Architectural Act. **Oklahoma Engineer Stamp** may be required by the City on other plans submitted.



# Commercial Building Permit Application

## Project Information

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

OR (if address is not assigned)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

OR (if un-platted): Attach legal description of property to application.

Zoning Classification: \_\_\_\_\_ Existing Use(s): \_\_\_\_\_

## Owner Information

Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

## Design Professional (Architect/Engineer) Information

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Contractor Information

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Check as many of the following as applicable:

- New Structure(s)     
  Addition to Existing Structure(s)     
  Interior Remodel  
 Exterior Remodel     
  Move Structure(s) Onto Lot

	Proposed Use	Overall Height	Estimated Construction Cost	Area (Total SF Under Roof)
Building 1				
Building 2				
Building 3				
<b>Totals</b>				



# Commercial Building Permit Application

<i>All Construction</i>			
Will a sprinkler system be installed? If so, will sprinklers cover the full building?	Yes <input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/>	Will a fire alarm / carbon monoxide system be installed?	Fire <input type="checkbox"/> CO <input type="checkbox"/> Both <input type="checkbox"/> Neither <input type="checkbox"/>
Is a building area increase being applied?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If a building area increase is being applied, will it be by:	Sprinkler <input type="checkbox"/> Frontage <input type="checkbox"/> Both <input type="checkbox"/>
Will a hood or alternative suppression system be installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this an Unlimited Area Building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a smoke control system be installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is a CO <sub>2</sub> Beverage System Being Installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a fuel burning appliance, fireplace, or fuel burning forced air furnace be installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Elevator or Lift being Installed? If so, will the elevator or lift be: Electric <input type="checkbox"/> Hydraulic <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all plan review checklist items included?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are all uses of the building described on the plans or on a separate letter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Renovation of Existing Buildings</i>			
Project Type (International Existing Building Code Ch. 5)	Repair <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 3 <input type="checkbox"/>	Was the building previously occupied?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## *Certification:*

I HEREBY CERTIFY THAT I AM THE PROPERTY OWNER, OR HAVE BEEN AUTHORIZED BY THE PROPERTY OWNER(S), TO APPLY FOR AND UNDERTAKE ALL WORK DESCRIBED, AND THAT THE ENTIRE PROJECT CONFORMS TO THE CODE OF THE CITY OF EL RENO, OKLAHOMA, THE OKLAHOMA STATE STATUTES, AND ALL FEDERAL REGULATIONS. I FURTHER CERTIFY THAT ALL CONSTRUCTION WORK UNDER THIS PERMIT WILL CONFORM TO THE ATTACHED PLANS, SPECIFICATIONS, AND DRAWINGS. I ACKNOWLEDGE THAT ONLY CONTRACTORS HOLDING LICENSING FROM THE STATE OF OKLAHOMA AND THE CITY OF EL RENO MAY PERFORM ELECTRICAL, MECHANICAL, AND/OR PLUMBING WORK. I UNDERSTAND THAT ONLY THE WORK DESCRIBED IN THIS APPLICATION AND ITS ATTACHMENTS ARE ELIGIBLE FOR PERMITTING, AND I ATTEST THAT ALL MINIMUM INSURANCE WILL BE MAINTAINED DURING CONSTRUCTION. I ATTEST TO THE TRUTH AND CORRECTNESS OF ALL FACTS AND INFORMATION PRESENTED IN THIS APPLICATION AND AGREE TO PAY ALL FEES AS REQUIRED.

INITIAL THE FOUR FOLLOWING ACKNOWLEDGEMENTS:

\_\_\_\_\_ I ACKNOWLEDGE THAT NEITHER STORMS NOR VEHICLE TRAFFIC SHOULD PRODUCE SEDIMENT LEAVING THE SITE. SILT FENCES AND CONSTRUCTION ENTRANCES WILL BE DESIGNED TO MINIMIZE THE ESCAPE OF SEDIMENT FROM THE SITE.

\_\_\_\_\_ ANY DIRT, MUD, OR OTHER MATERIALS WHICH ARE BROUGHT ONTO CITY STREETS OR RIGHTS-OF-WAY AS A RESULT OF CONSTRUCTION SHALL BE REMOVED IMMEDIATELY AT CONTRACTOR'S EXPENSE.

\_\_\_\_\_ ALL DIVERSIONS OF TRAFFIC SHALL BE PROPOSED WITH THE PLAN FOR LANE CLOSURES AND DURATIONS. APPROVAL OF DIVERSION IS REQUIRED PRIOR TO ANY DIVERSIONS TAKING PLACE. UNAPPROVED TRAFFIC CLOSURES ARE SUBJECT TO CITATION. APPROPRIATE SIGNAGE AND SAFETY EQUIPMENT SHALL BE UTILIZED BY PERSONNEL (I.E. SAFETY VESTS, SIGNS) WHILE DIRECTING TRAFFIC.

\_\_\_\_\_ VIOLATIONS OF THE ABOVE SUBJECTS THE PROJECT TO POTENTIAL STOP WORK ORDERS UNTIL VIOLATIONS ARE CORRECTED IN ACCORDANCE WITH CITY ORDINANCE.

\_\_\_\_\_ A DIGITAL COPY OF THE SUBMITTED PLANS WILL NEED TO BE PROVIDED AFTER PLANS HAVE BEEN APPROVED. THE DIGITAL COPY MAY BE A CD OR USB DRIVE. THIS MUST BE PROVIDED BEFORE PERMIT IS GRANTED.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_