

# CITY OF SAPULPA

## BUILDING PERMIT APPLICATION

*All sections must be filled out completely before the permit can be processed. Some items may not apply to a particular permit.*

Job Address: \_\_\_\_\_ Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

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**For Office Use Only**

Zoning: \_\_\_\_\_ Permit No: \_\_\_\_\_

**Owner Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Information**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

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**Lot Information**

Frontage: \_\_\_\_\_ ft. Lot Area: \_\_\_\_\_ ft. Average Depth: \_\_\_\_\_

**Lot Setback:**

(Distance of proposed structure to property lines)

Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft.

Side: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft.

Is this a corner lot? Y \_\_\_\_\_ N \_\_\_\_\_

**Type Of Work To Be Done:** *Please check any of the following that apply to your project.*

- |   |  |
|---|--|
| <input type="radio"/> New Building Repair- No | <input type="radio"/> Enlarge Existing Building                            |
| <input type="radio"/> Expansion Accessory     | <input type="radio"/> Interior Remodeling                                  |
| <input type="radio"/> Building or Use         | <input type="radio"/> Swimming Pool(plans must show fence around the pool) |

Use Description: \_\_\_\_\_

**Building Information**

Living Area \_\_\_\_\_ ft      Bldg.Area \_\_\_\_\_      Number of Floors \_\_\_\_\_

Length \_\_\_\_\_ ft      Width \_\_\_\_\_ ft

Height to top of wall plate \_\_\_\_\_      Valuation \_\_\_\_\_

Type of Construction (explain wood frame, steel, block): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Contractors' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners' Signature

\_\_\_\_\_  
Date

*\*A proper address must be approved by the Urban Development Department. \*An address must be prominently displayed at the job site.*

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Director of Urban Development

Section 106.5.2 The issuance of a permit or approval of construction documents shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or any other ordinance of the jurisdiction.

## **REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT**

1. One copy of the Property/Warranty Deed proving ownership on new building. A copy of this document can be obtained at the Registrar of Deeds Office. It must be for the property for which the Building Permit is being purchased. The Deed does not have to be a certified copy; it can be a Quit Claim Deed.
2. Permits and inspections are required for **all** improvements; A typical permit will require four inspections: footing, slab, frame, and final. All trades, electrical, mechanical, and plumbing, shall require separate permits and inspections.
3. Three complete sets of plans. Each set of plans should include a plat. The plans and plat must show the following:
  1. Scale 1" = 20 ft, or 1/16" = 1 ft.
  2. Legal Description
  3. Lot orientation
  4. Property lines and dimensions
  5. Adjoining streets
  6. Building setback dimensions
  7. Structure size dimensions (must show all structures)
  8. Structure height
  9. Building line
  10. Easements
  11. Sidewalks, planting beds, etc
  12. Vehicular and pedestrian circulation
  13. Parking design and layout
  14. Curb cuts and radii
  15. Location, height, and size of ground sign
  16. Landscaping (required)
  17. Abutting areas to demonstrate development of zoning usages
  18. Drains, culverts, retaining walls, and fences
  19. Location and identification of buffer areas or screening devices
  20. Hydrology should show plans for detention of additional surface stormwater runoff created by site improvements
  21. Computing of lot area and building floor area
  22. Private sewage system, if applicable
  23. Show any existing structures, or improvements that are to be retained.

**You may obtain information on setback requirements from the City of Sapulpa Urban Development Office (918) 224-3040.**

## **Inspection Fees and Repuirements**

All inspections must be made before being covered by dirt, insulation, sheetrock or any other material that would prevent a visual inspection. All of the structure including the Footing, Slab, Frame, Electrical, Mechanical and Plumbing must be inspected before it is covered. The typical structure will require a Footing, Slab, Frame, and Final, but could include ceiling and wall inspections. A Certificate of Occupancy must be obtained before the structure is occupied.

The building fees are as follows:

New Construction: \$52.00 Plus \$7.50 per 100 sq. Feet

Addition or Remodel \$52.00 Plus \$5.50 per 100 sq Feet

Sewer Tap                    \$1000.00

Inspection Fees:         \$37.00 Each Trip

## The Minimally Acceptable Level Of Plan Review For General Code Enforcement

### 1. Plot Plan

- Location of the building on the site, as well as required setbacks, easements, property lines.

### 2. Footing / Foundation

#### Minimum Frost Depth

- For basements & crawl space construction: a description of footing material & dimensions, as well as foundation wall material & dimensions and maximum depth of unbalanced fill being supported, and dimensions of any internal piers.
- For slab-on-ground construction: a description of the slab and haunch details being used.

### 3. Wood Framed Floors

- Live loads being supported, size of joists, types of joist (solid sawn or engineered), span of joists, spacing of joists, minimum required wood grade of joists, span/material/dimensions of intermediate girders, anchorage requirements (anchor bolts/straps-number, spacing, size, etc), type and minimum required grade of flooring sheathing

### 4. Wood Framed Walls

- Size (2X4, 2X6) and spacing of studs, minimum required wood grade.
- Size/Span/Material of headers.
- Type of lateral support (structural sheathing, let-in braces, etc.)

### 5. Wood Framed Roofs

- Live loads being supported, size of members, type of members (solid sawn, truss, or other engineered item), spacing, minimum required wood grade of members, means of anchorage to wall.

### 6. In Areas Of High Winds Or Seismic Loading

- A description of shear wall construction/location or other means being used to counteract horizontal or overturning forces.  
A description of the methods being used to establish continuous load paths in the structure.