



# City of Tuttle

221 W. Main Street  
PO Box 10  
Tuttle, OK 73089  
(405) 381-2335 Office (405) 381-3852 Fax

## City of Tuttle

### Application for Commercial Plan Examination and Building Permit

Approved:

Denied:

For Inspections or building questions call 381-2335 Monday-Friday, 8:00 a.m.-5:00 p.m.

**\* After approval and construction begins, Inspections must be requested 48 hours In advance**

**Plot Plan Check:** A fee of five dollars (\$5.00) per acre or fraction of an acre. This will be a NON-REFUNDABLE FEE paid at the time the application is filled out. If the application is approved an addition permit fee will be required.

\_\_\_\_\_ acres/ or fraction at \$5.00 =\$ \_\_\_\_\_

**Application Date:** \_\_\_\_\_

Is Owner Applicant: Yes  No

If not, the owner is \_\_\_\_\_

**Zoning:** \_\_\_\_\_

Flood Zone: Yes  No

#### **Builder Information:**

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

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

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

If Builder is not the **Owner** Please list:

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

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

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Property Information:**

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

Complete Legal Address: \_\_\_\_\_

Total Square Ft. under roof (garage & patios included): \_\_\_\_\_

Estimated Value/Cost (including land):\$ \_\_\_\_\_

Lot Size: \_\_\_\_\_

Setbacks:

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Roadway centerline: \_\_\_\_\_

\*Note

Restrictive Covenants compliance is Owner's responsibility & must abide by whichever restrictions are greater.

Description of Construction: \_\_\_\_\_

Outside dimensions: \_\_\_\_\_ x \_\_\_\_\_ Inside square ft. \_\_\_\_\_ Floors: \_\_\_\_\_

Parking Area: \_\_\_\_\_ x \_\_\_\_\_ (Hard surface required!)

Location of Handicap Accessibility: \_\_\_\_\_

**Contractor Information:** \* Must be licensed through the City of Tuttle

Electrical: \_\_\_\_\_  
Name Phone No.

Plumbing: \_\_\_\_\_  
Name Phone No.

Mechanical: \_\_\_\_\_  
Name Phone No.

**Tinhorn/Driveway Information:**

Tin Horn requirement: Yes  No  Length: \_\_\_\_\_ Diameter: \_\_\_\_\_

Tinhorns shall not be less than 30' (thirty feet) long or less than 24" (twenty four inches) oval in diameter. Must be installed prior to construction project to protect roadway. All connections to paved roadways are required to have a paved apron connecting to the roadway. A separate fee is charged for this permit

**Water/Wastewater Service Information**

How will water be provided for this site?

- City of Tuttle (most common)
- Rural Water No. 6
- Private water well (allowed only if no other public water system is available to serve the site)

If a private water well will be constructed, a water well permit must be purchased and approved by the City of Tuttle prior to the drilling of the well. Approvals from ODEQ and OWRB may also be required)

How will wastewater treatment be provided for this site?

- City of Tuttle (required if available)
- Onsite septic system (requires approval from ODEQ)
- Onsite aerobic system (requires approval from ODEQ)
- Other \_\_\_\_\_

**Other Utility Information:**

Electric service will be provided by:

- Public Services of Oklahoma (PSO)
- Oklahoma Electric Cooperative (OEC)

Wired phone/communication services will be provided by:

- AT&T
- Pioneer Telephone
- Other \_\_\_\_\_
- No wired communication services will be installed at this time

Fuel service will be provided by:

- City of Tuttle (most common)
- Oklahoma Natural Gas (not common)
- Onsite propane tank
- No fuel service is needed

I hereby certify that I am the owner of the named property, or 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/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner of the Property

**Approvals**

Zoning Clearance	_____	_____
	Signature	Date
Floodplain Clearance	_____	_____
	Signature	Date
Drainage Clearance	_____	_____
	Signature	Date
Public Works Clearance	_____	_____
	Signature	Date
Fire Department Clearance	_____	_____
	Signature	Date
Building Inspector Approval	_____	_____
	Signature	Date

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Documents Required**

1. Complete Building Permit Application.
2. Construction Plans stamped by an architect/engineer.
3. Plan examination by the State Fire Marshall.
4. Plot Plan of Lot should include.
  - a. Lot size.
  - b. Location of structures & existing structures.
  - c. Location of water well or water services.
  - d. Location of septic system or sewer line.
  - e. Copy of soil report from Oklahoma Department of Health. (If septic system)
5. Landscaping plan.
6. Other documents as may be required.

# Check List for Commercial Building Application

Please check the boxes when the following sections of the application are completed!

- Zoning
- Builder Information
- Owner Information
- Property Information
- Construction Plans
- Plot Plan an Architectural Engineer
- State Fire Marshall Examination
- Met the Exterior Building requirements
- Met the requirements for parking
- Met the requirements for handicap accessibility
- Lot size
- Setbacks & Dimensions
- Location of structures & existing structures
- Location of water well or water services
- Location of septic system or sewer line
- Copy of soil report from ODEQ
- Square footage under roof
- Total Cost
- Description of Construction
- Contractor Information
- Other Permits (tin horns)
- Other Utility Companies
- Signature