



CITY OF NORMAN

1 & 2 FAMILY BUILDING PERMIT APPLICATION CHECKLIST

2 COMPLETE SETS OF PLANS REQUIRED FOR EACH PROJECT SUBMITTED

DEVELOPMENT SERVICES DIVISION

BUILDING PERMITS & INSPECTIONS

201 W. GRAY ST., BLDG A NORMAN, OK 73069

PERMITS

405-366-5339

INSPECTIONS

405-366-5333

FAX

405-366-5445

PROJECT ADDRESS: _____

PERMIT #: _____

New Home Add/Alter Storm Shelter Storage/Shop/Barn Garage Pool Carport Manufactured Home Paving Other _____

ALL PLANS FOR MANUFACTURED STEEL BUILDINGS MUST BE SIGNED & SEALED BY AN ENGINEER LICENSED IN OKLAHOMA

YES	NO	N/A		YES	NO	N/A	
			COMPLETED APPLICATION?				OFF-SITE CONSTRUCTION PERMIT REQUIRED? (For work in City Right-of-Way)
			SITE PLAN? (2 Copies; SEE REVERSE FOR EXAMPLE)				SOIL PROFILE REPORT? (Projects with new private sewer solutions and perk test for existing system. Dept. of Environmental Quality, Purcell (405) 527-8738)
			FOUNDATION PLAN? (2 copies, Pier & Grade Beam Foundation requires engineered design)				WATER WELL PERMIT REQUIRED? (Projects with private water systems contact City of Norman at (405)366-5339 Application distributed? Yes No
			INSURANCE VERIFICATION? General Liability/Workman's Comp. (See below for description.)				FOUNDATION FOR THE STRUCTURE BE SUPPORTED BY FILL? If yes, code requires proof of engineered fill material or a site specific engineered foundation design.
			WARRANTY DEED? (Required when property is not platted, purchase at the Cleveland Co. Court House, 201 S Jones Norman 405-366-0240)				WRITTEN EXPLANATION? (When drawings can not adequately describe proposed work)
			IS BUILDING PAD CONSTRUCTED?				PROPERTY LOCATED IN HISTORIC DISTRICT? (Miller or Chautauqua)
			FLOOR PLAN? (2 copies/Not required for pools)				PROPERTY LOCATED IN CORE AREA?
			EXTERIOR BUILDING ELEVATIONS? (2 copies)				ADDITIONAL RIGHT-OF-WAY DEDICATION REQUIRED? (Easement form distributed?)
			ENERGY CODE COMPLIANCE FORM? (http://www.energycodes.gov/rescheck/)				STRUCTURE HIEGHT? (Highlight for reviewer.)

General Information:

Plans submitted are reviewed by city staff for compliance with the city's adopted codes and ordinances. Building review looks for compliance with the minimum standards for the adopted Building Code; these standards include exterior wall construction, garage separation requirements, required means of egress and smoke detectors. Zoning review looks for land use, setbacks, height limitations, parking and other zoning requirements applicable to each parcel depending on applicable zoning (PUD, R1, R2...). Engineering review looks for storm water and flood zones as well as driveway locations, driveway size, radius standards and separation from intersecting streets and adjacent drives. When the post-permit review is complete you will be notified as soon as possible if corrections are needed. If you are notified your application has deficiencies it is up to you or your representative to return the corrections to the city. Most "New Single Family" permits are issued while you wait. Once you receive approval of your application all fees are due at the time of issue, for an outline of possible fees please see a copy of our "One and Two Family Dwelling & Related Residential Construction Permit Fee Summary" (available on-line or at the city offices.). Once you have received your permit your licensed trade contractors (mechanical, electrical and plumbing) may purchase their permits for your project. Please notify your contractor of your permit number for their reference when obtaining their trade permit.

Definitions:

Legal Description: A complete legal description (preferably on the site plan if description is in metes and bounds).

Site Plan: Must accurately depict location and dimension in feet of all property lines, right-of-way lines and public and private easements, location and dimension of all structures, drives, and any other improvements (existing and proposed). **TIP:** Site plans are not required for remodel projects which do not include any exterior work.

Foundation Plan: Type of foundation proposed. single/multi-family projects and residential additions require a 12" X 18" deep continuous footing with 2-1/2" rebar minimum.

Floor Plan: Drawing of a building accurately depicting the existing and proposed walls, sizes of doors and windows, the use of all rooms, smoke detectors. (Additional review time can be avoided if plans are clear, please take a second look at your plans and compare them to the requirements of the checklist.

Exterior Elevations: Must accurately depict the final "appearance" of the structure.

Erosion Control: Erosion control is important for any site, regardless of size and it is required by City of Norman regulations. The materials needed, such as silt fence, straw bales, rock/gravel and grass seed or sod are relatively inexpensive and easy to find. Erosion Controls can include; preserve existing trees and grass where possible, revegetate the site as soon as possible, use silt fence, straw wattles or straw bales to trap sediment on the down hill sides, gravel/rock access drive to limit vehicle tracking of mud onto streets, clean-up of sediment carried off by vehicles or storms.

Insurance Verification: "General Liability" verification required from contractors, in an amount no less than \$50,000, for new and addition/alteration single/multi-family projects. "Workman's Compensation" or notarized waiver required if an independent contractor. Verification is required to have the City of Norman and Building Official noted as beneficiary.

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PROJECT ADDRESS: _____

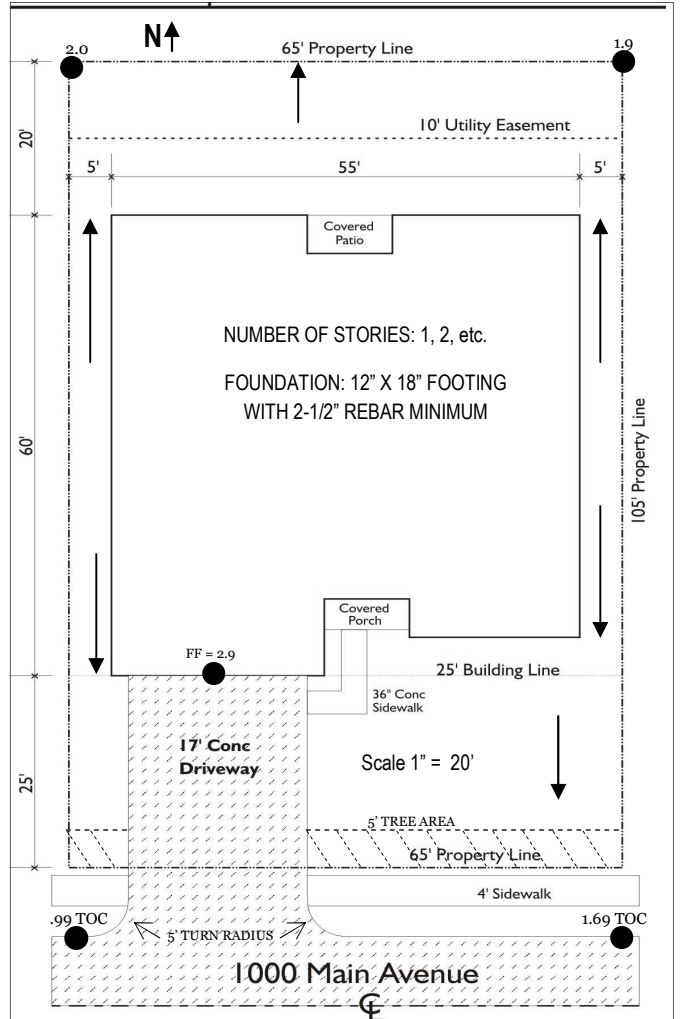
PERMIT #: _____

THE FOLLOWING ITEMS MUST BE LOCATED ON THE SITE PLAN:

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ON 8 1/2" X 11" PAPER (11"x17" MAXIMUM)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCALE OF DRAWING TO ENGINEERING SCALE (1"=20', 30', etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NORTH ORIENTATION ARROW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPERTY ADDRESS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPERTY LEGAL DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRACTOR & OWNER INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPERTY LINES & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EASEMENT(S) OR RIGHT-OF-WAY DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXISTING BUILDINGS & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED BUILDINGS & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FRONT/REAR/RIGHT/LEFT SETBACK DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NUMBER OF STORIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TYPE OF FOUNDATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUILDING SETBACK LINES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY LOCATION & WIDTH ON PRIVATE PROPERTY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY WIDTH AT RIGHT-OF-WAY CONNECTION TO STREET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY 5' TURN RADIUS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIDEWALK LOCATION & WIDTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE ARROWS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GARAGE OR HOUSE FINISH FLOOR ELEVATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOUR ELEVATIONS OF LOT NOTED ON SITE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOCATION OF REQUIRED TREES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOCATION OF FLOOD PLAIN (WWW.FEMA.GOV)

SITE PLAN EXAMPLE



City Staff Reviewed: _____ Date: _____

Notes: _____

I hereby certify that my site plan is consistent with the above checklist. I understand my application may be rejected, placed on hold, or a stop-work-order may be issued if any inconsistencies are discovered in the field.

PRINT APPLICANT NAME : _____ SIGNATURE: _____ DATE: _____