



CITY OF NORMAN
CONSTRUCTION PERMIT APPLICATION CHECKLIST
 INDUSTRIAL, COMMERCIAL AND MULTI-FAMILY DWELLINGS
 3 COMPLETE SETS OF PLANS REQUIRED FOR EACH PROJECT SUBMITTED

DEVELOPMENT SERVICES DIVISION
BUILDING PERMITS & INSPECTIONS
 225 N. WEBSTER AVE.
 PERMITS: (405) 366-5339
 INSPECTIONS: (405) 366-5333

FOR OFFICE USE WHEN SUBMITTING APPLICATION

BUILDING:

YES	NO	N/A	ADDITIONAL NOTES/COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED SITE PLATTED? (LEGAL LISTED)* _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED APPLICATION? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLAN? (existing & proposed) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUILDING ELEVATIONS? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL-MECHANICAL-PLUMBING PLANS? _____
(Required for projects exceeding 2,500 sf. but may be requested on any project)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION DESIGN? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENERGY COMPLIANCE FORM? (http://energycode.pnl.gov/COMcheckWeb/) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEMOLITION APPLICATION PROVIDED TO APPLICANT? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOMESTIC WATER METER REQUESTED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WASTEWATER EXCISE TAX FORM? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HEALTH DEPARTMENT APPROVAL REQUIRED?; http://www.ok.gov/health/documents/Food%20Plan%20Review%20Worksheet%207-11-08.doc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFF-SITE CONSTRUCTION PERMIT REQUIRED? (For work in right-of-way) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SOIL PROFILE REPORT? (For projects with private sewer solutions) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WATER WELL PERMIT REQUIRED? _____

(Contact City of Norman Building Official at (405) 366-5432 for more information) Application Distributed? Yes No

*ADDITIONAL NOTE: IF THE PROPERTY IS NOT PLATTED, DELAYS ARE TO BE EXPECTED AND THE APPLICANT SHOULD BE AWARE THAT A PERMIT IS NOT POSSIBLE AT THIS TIME. THE CONCURRENT CONSTRUCTION METHOD MAY ALLOW A PERMIT TO BE ISSUED BEFORE THE PLATTING IS COMPLETE. FOR MORE INFORMATION PLEASE CONTACT THE PUBLIC WORKS/ENGINEERING DEPARTMENT AT (405) 366-5458 OR (405) 366-5453.

PUBLIC WORKS/ENGINEERING:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE REPORT ATTACHED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SITE GRADING PLAN ATTACHED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EROSION CONTROL PLAN ATTACHED? (FEE APPLICABLE?) _____

PLANNING:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LANDSCAPE PLAN ATTACHED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRRIGATION PLAN ATTACHED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRRIGATION WATER METER REQUESTED? _____

SIGNAGE: SEPARATE PERMITS FOR PROPOSED SIGNAGE ARE REQUIRED — PLEASE ADVISE APPLICANT

SIGNATURE OF APPLICANT: _____ Date: _____

OTHER ISSUES:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HEIGHT LESS THAN 50'? (REVIEWER CHECK) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOES NOT PENETRATE 100:1 SLOPE? (FAA FORM PROVIDED TO APPLICANT) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED USE ALLOWED IN ZONING DISTRICT? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED SITE IS PLATTED? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED SITE IN PORTER CORRIDOR? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED SITE IN FIRE DISTRICT? _____

REVIEWED BY: _____ DATE: _____