



APPLICATION FOR COMMERCIAL BUILDING PERMIT

Notes:

1. All permits are issued by the City of Guthrie Planning Department located at 101 N. 2nd St., Guthrie, OK 73044; phone 405.282.1110.
2. All Mechanical, Electrical and Plumbing Contractors (including Journeymen) must be licensed by the State of Oklahoma and registered with the City of Guthrie prior to issuing permits and prior to commencing work.
3. No work shall commence until a permit is obtained. If construction is started prior to obtaining a permit, Ordinance No. 3119 provides the permit fee will double, and could also be subject to a \$250 a day fine.
4. Construction drawings must be submitted with each application (*see attached checklist*).
5. Failure to supply the required information will delay the issuance of your permit and may be cause to deny your application.
6. Building must commence within six months of the permit date. Additional fees will apply if work is not started within six months. Approval of an extension must be obtained from this office. If work is not **completed** within one year, new permits must be purchased.
7. Address and building permit number must be prominently displayed at the work site. The sign must be located at the front of the property, and within sight distance from the street.

Attachments:

1. *Building Permit Application*
2. *Water Tap/Meter Application*
3. *City of Guthrie Utilities Application*
4. *Construction Drawings Checklist*
5. *Civil Plan Checklist*
6. *Permit Fee Schedule*
7. *Notice of Commercial Development*
8. *Notice to Contractors*
9. *Inspection Checklist*
10. *Building Design Guidelines*

BUILDING PERMIT APPLICATION
Multi-Family & Commercial Construction

PROJECT ADDRESS				PROJECT NAME			
CONTACT PERSON				PHONE NO.	EMAIL ADDRESS		FAX NO.
LEGAL DESCRIPTION	BLOCK NO.	LOT NO.	ZONING	SET BACK			Fire Sprinkler System? <input type="checkbox"/> YES <input type="checkbox"/> NO
				VALUATION WITHOUT LOT \$			
PROPERTY OWNER: Name: Address: Phone: Cell: Email:				GENERAL CONTRACTOR: Name: Address: Phone: Cell: Email:			
Proposed Use:		Describe Work:	New Construction <input type="checkbox"/> New Addition <input type="checkbox"/>	Alteration/Remodel <input type="checkbox"/> Fire Damage/Repair <input type="checkbox"/>			
Project Area in Square Feet:		This Project Includes: <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> PLUMBING SEPARATE PERMITS REQUIRED					
Water Solution: <input type="checkbox"/> New Meter <input type="checkbox"/> New Well			Sewer Solution: <input type="checkbox"/> New Public Sewer Tap <input type="checkbox"/> Existing Public Sewer Tap <input type="checkbox"/> New Septic/Other <input type="checkbox"/> Existing Septic/Other				
Miscellaneous Project Information: Building Plans: Three (3) sets of plans with one (1) set of specifications. Each application shall be accompanied by proper plans drawn to scale - SITE PLAN, FLOOR PLAN, ELEVATIONS, STRUCTURAL, ELECTRICAL, PLUMBING, AND MECHANICAL. NOTICE: The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and that all additional requirements, notices and regulations and all laws and ordinances governing this type of work will be complied with whether specified herein or not. Special notices are also hereby given that this permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. This permit requires final inspections and a Certificate of Occupancy before the building can be occupied. I agree to abide by all laws and ordinances governing this type of work whether specified herein or not and hereby certify that I have read and examined this application and know the same to be true and correct. Signature: _____ Printed Name: _____ Agent of: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor Date: _____							

City of Guthrie
 Community Development
 101 N. 2nd St., Guthrie, OK 73044, Phone (405) 282-1110, Fax (405) 282-0213



APPLICATION

WATER TAP/METER PERMIT

DATE: _____ PERMIT NO: _____

CONTRACTOR: _____ BUILDING PERMIT NO: _____

LOCATION: _____ OWNER: _____

Residential: Single Family Multiple Family

Commercial: Business Hotel/Motel Assembly Industrial

ITEM	COST	NUMBER	FEE
Water Meters, Setters and Taps:			
1" Meter & Setter Only – QuickService	\$723.00		
2" Meter & Setter Only – QuickService	\$1,950.00		
1" Short Service (includes meter, setter & tap)	\$1,690.00		
1" Long Service (includes meter, setter, tap & bore)	\$3,490.00		
2" Short Service (includes meter, setter & tap)	\$3,658.00		
2" Long Service (includes meter, setter, tap & bore)	\$5,458.00		
4" & up – Short Service (includes meter, setter & tap)	Call for quotes		
4" & up – Long Service (includes meter, setter, tap & bore)	Call for quotes		
Water Meter Reset	\$250.00		
Utility Deposit (Includes \$25.00 Service Fee)	\$150.00		
Sewer Tap	\$1200.00		
	TOTAL FEE		

Applicant Signature: _____ Date: _____

Municipal Department: _____ Date: _____

Planning Department: _____ Date: _____

Utility Department: _____ Date: _____

CONTRACT FOR SERVICE

Date of Service to Begin: _____ Residential _____ Commercial _____

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER.

(Please Print)

Name of Responsible Party: _____

If Commercial – Name of Business: _____

Service Address: _____

Daytime Phone #: _____

Mailing Address: _____

Driver License #: _____ State: _____

Social Security #: _____ Date of Birth: _____

Occupation: _____ Employer: _____

Employer Address: _____ Employer Phone: _____

Other income if not employed: _____

Have you or your spouse/co-occupant ever had service with the City of Guthrie? Yes: _____ No: _____

If yes, date: _____ Address: _____

Spouse/Co-Occupant: _____

Driver License #: _____ State: _____

Social Security #: _____ Date of Birth: _____

Occupation: _____ Employer: _____

Employer Address: _____ Employer Phone: _____

Do you:

Rent: _____ Own: _____ Property Owner: _____ Phone: _____

Personal Reference: _____ Relationship: _____

Address of Reference: _____ Reference Phone #: _____

* Security Account Questions (answer required before changes can be made to account):

Favorite Color: _____ Pet's Name: _____ First Job: _____

THE UNDERSIGNED AGREES TO PAY THE ESTABLISHED RATES SET FORTH BY THE CITY OF GUTHRIE'S ORDINANCE AND RESOLUTIONS AND AGREES TO THE REGULATIONS GOVERNING SAID SERVICES. THIS APPLICATION BECOMES A CONTRACT UPON THE ESTABLISHMENT OF SERVICES.

APPLICANT'S SIGNATURE: _____

E-MAIL ADDRESS (optional): _____

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FOR OFFICE USE ONLY

Deposit Amount: _____ Date of Deposit: _____ Type: _____

Account Check: By Name: _____ Address: _____ SS: _____ DL: _____

Account Number: _____ Clerk's Initials: _____

CONSTRUCTION DRAWINGS CHECKLIST

Before any permit is issued, the following drawings **must be submitted** (to scale) for review with your application. These items are required for both residential and commercial construction.

- _____ Site Plan:
- Show directional indicator
 - Show adjacent streets and alleys
 - Distances from property lines to existing and proposed structures
- _____ Floor Plan:
- Show layout of all rooms
 - Indicate location of doors and windows
 - Indicate location of fixed appliances
- _____ Elevation Plans:
- Show all 4 elevations
Show wall length and height, Roof width and height
Show any exterior features (Decks, Porches, Stairs, Etc.)
Show exterior and roof finishes (Brick, Stone, Wood Siding, Shingles, Etc.)
- _____ Footing Detail:
- Show dimensions of footing and piers
 - Size and type of reinforcement
 - Compressive strength of concrete
- _____ Structural Detail:
- Type and grade of wood or gauge of steel
 - Size of supporting members, exterior & interior walls, and roof
 - Stress calculations for live, dead and wind loads
 - Type of exterior covering (wood, brick, veneer, etc.)
- _____ Electrical Detail:
- Location of distribution/breaker box
 - Size of service or upgrade
 - Wire type and size
- _____ Plumbing Detail:
- Location, size and type of fixtures, vents, drains and gas piping
- _____ Mechanical Detail:
- Location of equipment, units, ductwork, supply and return air openings
 - Location and size of exhaust vents and combustion air vents
 - Type of ductwork and vents



Civil Plan Checklist

A. Cover Sheet

- Name and address of proposed development
- Description of property (lot, block, addition, subdivision, etc)
- Sheet index
- Vicinity map
- Engineer of record

B. Site Plan

- Directional arrow
- Adjacent streets and alleys
- Location and dimensions of all existing and proposed structures (fade back existing structures)
- Parking spaces (show total number, label typical size)
- Show all other existing and proposed improvements with existing shown in lighter shade (such improvements include: paving, curbs, sidewalks, fencing, retaining walls, etc.)

C. Grading Plan

- Show all existing and proposed improvements as shown on site plan excluding dimensions
- Show existing and proposed contours at no more than 2' intervals
- Provide finished floor elevation of all buildings, spot elevations along curbs and/or grade changes
- Show all drainage inlets, piping, detention basin as appropriate
- Provide pre and post development drainage calculations (may be submitted on separate 8 ½ x 11 sheet)
- If retaining walls are proposed provide spot elevations at top and bottom of wall, provide details for construction of retaining walls
- Indicate FEMA flood plain boundary and designation.

D. Utility Plan (If site plan is not too crowded, can be combined with site plan)

- Show location and size of existing and proposed utilities (water and sewer lines, invert and rime elevations of sewer manholes, fire hydrants)
- For proposed sewer line show invert elevations at point of entry to building and connection to main line, also show size, slope and length
- For proposed water connections indicate: size and purpose (domestic, irrigation, fire, etc)

E. Plan & Profile (Required if any new roads are being proposed)

- Show existing and proposed surface profile
- Show any existing and proposed storm drain piping and existing and proposed sewer piping
- Show cross section of road (paving detail- base and pavement thickness), curb, gutter, and sidewalk as appropriate.

GENERAL BUILDING PERMIT FEES

BUILDING PERMITS

Commercial \$0.25 per sq ft

Residential \$0.20 per sq ft

Includes:

Three inspections: footing, framing, final
25% review fee
Certificate of occupancy
State and city fees (\$4.50)

ELECTRICAL PERMITS

Commercial \$0.20 per sq ft

Residential \$0.15 per sq ft

Includes:

Four inspections: temp pole, rough-in, final, service
Temp pole (100-400 Amps)
State and city fees (\$4.50)

Services:

400 – 1,000 Amps	\$ 100.00
Above 1,000 Amps	\$ 200.00

<u>Minimum Electrical Permit</u>	\$ 50.00
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MECHANICAL PERMITS

Commercial \$0.10 per sq ft

Residential \$0.08 per sq ft

Includes:

Two inspections: rough-in, final
State and city fees (\$4.50)

<u>Split System Unit</u>	\$ 50.00 each
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<u>Commercial Exhaust Hood</u>	\$ 50.00
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GENERAL BUILDING PERMIT FEES

PLUMBING PERMITS

Commercial \$0.20 per sq ft

Residential \$0.15 per sq ft

Includes:

Four inspections: groundwork, top-out-sewer/water lines, final
Trapped fixtures: 2 tubs/showers, 6 sinks, 2 toilets, 1 hot water tank
State and city fees (\$4.50)

Each Building Sewer Line

4-inch residential sewer tap \$ 500.00

4-inch commercial sewer tap \$1200.00

Swimming Pools \$ 50.00

Water Well Inspection

Water well permit \$ 25.00

Pre-Drilling Inspection \$ 25.00

Plumbing Inspection \$ 25.00

Electrical Inspection \$ 25.00

The permit fee will double if any person, firm, or corporation begins to construct, alter, move or demolish a building or structure without securing a permit on the same from the Building Official.

COMMERCIAL DEVELOPMENTS

All civil, structural, electrical, mechanical, and plumbing drawings submitted for commercial developments must bear the date, signature, and seal of a State of Oklahoma registered professional engineer.

All submitted drawings must have a cover page which properly identifies the property owner, proposed location of the development, and a statement that all submitted drawings meet the building requirements of the **International Code Council 2015 Edition** of the following codes:

1. International Building Code
2. International Plumbing Code
3. International Mechanical Code

All submitted drawings must meet the electrical requirements of the **National Electrical Code 2014 Edition**.

All submitted drawings must also include a complete landscape plan that meets the current requirements of the City of Guthrie.

You may access more current information at the City's website www.cityofguthrie.com.



NOTICE TO CONTRACTORS

MINIMUM REQUIREMENTS FOR RESIDENTIAL FOOTINGS

Continuous Footing

18-Inch Depth

16-Inch Width

Four (4) Number 4 Rebar

(Bottom 2 horizontal with 4-inch clearance from soil.)

(Top 2 horizontal with 2-inch concrete cover.)

**ALL PIER & GRADE SYSTEMS AND POST-TENSION SLABS/FOOTINGS
MUST BE SEALED BY A STATE OF OKLAHOMA REGISTERED ENGINEER.**

REQUIRED INSPECTION CHECKLIST

PHONE: 405/282-1110

(Please provide 24 hr notice)

CONTRACTOR/OWNER REQUEST

- _____ Setbacks / Footing / Piers / Structural Concrete (prior to concrete pour)
- _____ Driveway & Curb Cut (prior to concrete pour)
- _____ Frame (after mechanical, electrical & plumbing rough have been approved)
- _____ Building Final (after completion of all other required inspections)
- _____ Sprinkler / Smoke Alarm System
- _____ Stormwater / Erosion Control
- _____ Certificate of Occupancy

LICENSED CONTRACTOR REQUEST

- _____ Mechanical (Ground, Rough & Final)
 - **Rough: prior to covering & concealment; before appliances/fixtures are installed*
 - **Final: after completion of mechanical system*
- _____ Electrical (Temporary Pole, Rough, Service & Final)
 - **Rough: after all unconnected wiring has been installed*
 - **Final: after completion of all electrical work*
- _____ Plumbing (Ground, Rough & Final; Sewer & Gas Line Pressure)
 - **Ground: after trenches are excavated and bedded; and prior to concrete pour*
 - **Rough: prior to covering & concealment; before appliances/fixtures are installed*
 - **Final: after completion of all plumbing work & fixtures in place*

Notes:

1. Permanent Electrical Service will **NOT** be released until the final inspection and all other required inspections have been completed.
2. Re-inspection fee is \$25; Second Re-inspection fee is \$50
3. Post Address & Building Permit Number at the entrance of the property within sight distance from the street. Failure to do so will delay inspections and incur additional charges.
4. If the above inspections are not completed, no building final or certificate of occupancy will be issued.
5. When the work is completed, a Certificate of Occupancy (CO) **MUST** be issued. The CO will only be issued after the inspectors have verified that the work complies with the applicable codes, and that the building is safe to be occupied. A building cannot be legally occupied until a CO has been issued.



Building Design Standards

Introduction

The City of Guthrie Building Design Standards is a policy document and an implementation tool developed to provide design guidance for private and public projects undertaken in the City. The ultimate goal for this document is to promote the improved aesthetic and functional quality of the community as a whole. The document applies to all areas of the City and supports the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan.

The purpose of these standards is to ensure that the function, quality, and appearance of proposed structures are compatible when considered in the context of the surrounding area, and the total architectural theme of the City of Guthrie. How the architecture relates to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses.

Commercial Building Appearance Standards

1. Buildings shall be designed in an attractive and interesting manner to define the image of the community.
2. Consistent architectural design, including building materials and colors, shall be carried throughout the development area. Designs must provide visual interest and variety, yet be consistent with the architectural character of the city.
3. Buildings must relate in scale and proportion to other buildings in the area. However, buildings of different size can be made architecturally compatible through skillful design and careful orientation.
4. All sides of the building must be equally attractive. Architectural details such as texture, pattern, color, and building form used on the front

façade shall be incorporated on all visible building facades. However, such requirements shall not apply to any façade(s) facing service courts or other areas generally not visible to the public.

5. Building massing shall be varied to create a logical hierarchy of building forms; to break up long expanses of façade; to create shade and shadow; and to create "human scale."
6. Human scale must be created by building massing form, as well as the use of architectural elements such as colonnades, canopies, walkways, street-level display windows, lighting, and a variety of building materials. Human scale shall be further reinforced by site design features around the building exterior.
7. Building materials must be similar to the materials of structures in the City of Guthrie, i.e., stone, brick, wood (or wood-simulated) siding. However, dissimilar materials (such as stucco or EFIS) may be permitted when incorporating other traditional materials or characteristics such as scale, form, architectural detailing and color to make the building compatible with the area. Metal exterior materials cannot exceed 60% and the design must be balanced and aesthetically pleasing. All metal exterior buildings are allowed only in Industrial Zones.
8. Individual "corporate image" architectural design elements, colors and signs shall be incorporated only as secondary elements to the development and not as the dominant element. Such elements must be consistent and blend with the larger development area.
9. Foundation planters and trees shall be incorporated around the building exterior to soften the building appearance and to create a place of relief from the summer sun.
10. Service areas, mechanical areas and trash containers shall be designed as an architectural feature of the building and entirely screened from view.
11. All commercial structures must have a minimum 48" sidewalk, plus curbs and gutters; intersections and driveway approaches must be ADA compliant.
12. Additional guidelines shall be established through corridor plans and plan reviews.

Residential Neighborhood Appearance Standards

1. Residential structures shall be designed in an attractive manner to compliment the surrounding neighborhood, in size and character.
2. All new residential structures must have a minimum 48" sidewalk for both interior and exterior lots, plus curbs and gutters. All intersections and driveway approaches must be ADA compliant. Curbs, gutters and sidewalks must be installed in infill housing parcels if neighboring parcels have curbs and gutters. Exceptions could include lots of one acre or more and small patio-style developments.
3. Garages: All residences shall have fully enclosed garage space for two vehicles. The garage doors must be recessed from the front plane of primary façade, and if possible, not be visible from the street. (If site constraints or overall building design cannot accommodate garage space for two vehicles, an appeal must be made through the Planning Commission.)
4. Roofs: no shake or corrugated metal roofs are permitted. All gutters, downspouts, and roof-top vents shall be treated with a color similar to the exterior materials. Gutters shall be visually unobtrusive.
5. Exterior walls: building materials must be similar to the materials of structures in the City, i.e., stone, brick, wood (or wood-simulated) siding. (Materials such as aluminum siding, as well as synthetic stucco {EIFS products} are not historic cladding materials and shall not be used. However cement board materials such as Hardiboard may be substituted for wood siding.)
6. Landscape: Each residence should have a minimum of one tree, of two-inch caliper, in the front yard, (except for patio-style homes where front yard dimensions will not accommodate trees), and appropriate lawn, ground cover and shrubs.
7. Fence: No wire, chain link, or solid metal fence shall be allowed in the residential zoning areas. Typical fencing material could include masonry, vinyl (PVC), brick or wood.
8. Color: The use of colors that are compatible with the surrounding area is highly encouraged. Color determination shall be based on historic

schemes appropriate for the style of the building. Reference materials are available from the Guthrie Planning Department.

9. Home Additions: New work must be compatible in massing, size, scale, and architectural features to protect the historic integrity of the property. The new design shall not use the same wall plane, roof line or cornice line of the existing structure.
10. Decks, Skylights & Screening:
 - a. Elevated wooden decks located at the rear of the structure shall be screened from street view with fencing and/or plants and shrubs when visible. Traditional wide front porches are encouraged.
 - b. Skylights shall not be visible from the street.
 - c. HVAC units, solar panels, satellite dishes and other similar appurtenances shall be located where they are not readily visible from the street. Electrical and gas meters and other mechanical equipment must be located on the side or rear façade. If visible, they must be screened with shrubbery or fencing.
11. Outbuildings: accessory buildings must be of similar color to the main residence, and the material must complement the main residence. Placement of all outbuildings, regardless of size, must be to the rear of the front façade of the residence.
12. Additional guidelines shall be established through corridor plans and plan reviews.