



**City Hall**

101 N. Second Street

PO Box 908

Guthrie, OK 73044

P: 405.282.2489

F: 405.282.0192

[www.cityofguthrie.com](http://www.cityofguthrie.com)

**Police Department**

306 West Oklahoma

405.282.3535

**Guthrie Fire**

**Department**

Central Station

209 East Springer

405.282.4433

**Municipal Services**

407 Commerce

405.282.8400

**Guthrie Edmond**

**Regional Airport**

520 Airport Road

405.282.2312

**Guthrie**

**Public Library**

201 North Division

405.282.0050

**Animal Shelter**

415 Commerce

405.282.1776

**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 MUST BE SEALED BY A STATE  
OF OKLAHOMA REGISTERED ENGINEER.**



## APPLICATION FOR BUILDING PERMIT

### Notes:

1. All permits are issued by the City of Guthrie Planning Department located at 101 N. 2<sup>nd</sup> St., Guthrie, OK 73044; phone 405.282.1110.
2. All Mechanical, Electrical and Plumbing Contractors (including Journeymen and Apprentice) 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. *Construction Drawings Checklist*
2. *Inspection Checklist*
3. *Building Permit Application*
4. *Site Ground Work Application*
5. *Driveway Application*
6. *Certificate of Occupancy Application*
7. *Water Tap/Meter Application*
8. *City of Guthrie Utilities Application*

## **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
  
- \_\_\_\_\_ Footing Detail:
  - Show dimensions of footing and piers
    - Size and type of reinforcement
    - Compressive strength of concrete
    - Cure time
  
- \_\_\_\_\_ 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 (frame, brick, veneer, etc.)
  
- \_\_\_\_\_ Electrical Detail:
  - Show all openings and switches
  - Location of distribution/breaker box
  - Size of service or upgrade
  - Wire type and size
  - Method of installation
  
- \_\_\_\_\_ 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

## REQUIRED INSPECTION CHECKLIST

PHONE: 405/282-1110

(Please provide 24 hr notice)

### CONTRACTOR/OWNER REQUEST

- \_\_\_\_\_ Setbacks / Footing / Piers (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.



**APPLICATION FOR BUILDING PERMIT**

DATE:	PROPERTY OWNER'S NAME:		
HOME PHONE: CELL PHONE: WORK PHONE:	SITE ADDRESS:		
<b>IMPROVEMENT TYPE:</b> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/>		<b>GENERAL CONTRACTOR:</b> Name: Address: Telephone:	
<b>PROPOSED USE:</b> (Describe what the structure will be used for)  Residential: Single Family <input type="checkbox"/> Multifamily <input type="checkbox"/> Commercial <input type="checkbox"/> Type of Business:			
Size of the building area: _____ sq. ft.		What is the total estimated project cost?	
Size of Lot:		\$ _____	
<b>NAME SUBCONTRACTORS:</b> Electric: Plumbing: Mechanical:		Each subcontractor must be licensed through the State of Oklahoma & The City of Guthrie before work begins.	
<b><u>SITE PLAN</u></b>			
Site Plan must be attached to application. It must show property lines, existing and proposed structures and the distances from property lines to the proposed structures.			
Is site in Historic District?    Yes <input type="checkbox"/> No <input type="checkbox"/> Does structure have historic significance?    Yes <input type="checkbox"/> No <input type="checkbox"/> Are plans required to be stamped by Engineer or Architect?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give name of firm:			

**CERTIFICATION**

I hereby certify that I am the owner of record 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 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	ADDRESS	PHONE NO.
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		PHONE NO.
APPROVED BY:	TITLE	DATE



**APPLICATION  
SITE GROUND WORK PERMIT**

Application Date ____/____/____	Street Address		
Subdivision	Parcel Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> Other	Number of Acres
Name of Developer:	Name of Engineer:	Name of Landowner	
Estimated Start ____/____/____ —	PROJECT DESCRIPTION		
Briefly describe: (1) Purpose of Work (2) Amount of grading or excavation involved.			
1.			
2.			
Describe existing site conditions:			
1. Vegetation			
2. Drainage			
ADJACENT AREA			
Description of area surrounding site, including roads, residences and waterways.			
Estimated Completion ____/____/____	PERMANENT STABILIZATION		
Describe what permanent measures will be taken to control erosion and sedimentation after construction, including how stormwater run-off will be managed.			
Signature of Applicant	Address	Phone:	
		Mobile:	
Responsible Person in Charge of Work	Title:	Phone:	
		Mobile:	

## SEDIMENT AND EROSION CONTROL PLAN

(The Plan must show the following)

1. Boundary Line survey of the worksite.
2. Existing topography at a maximum of two (2) foot contour intervals.
3. Proposed topography at a maximum of two (2) foot intervals.
4. Location of any existing structure or natural feature on the site.
5. Location of structures or natural features on adjacent areas, within 100 feet of all site boundary lines.
6. Location of any proposed structures (if known)
7. Areas to be cleared or graded.



APPLICATION
DRIVEWAY, PARKING LOT, SIDEWALK PERMIT

DATE: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

BUILDING PERMIT NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

OWNER: \_\_\_\_\_

APPLICATION: DRIVEWAY [ ] PARKING LOT [ ] SIDEWALK [ ]

Site Plans drawn to scale: Yes \_\_\_ No \_\_\_ Curb Cut Required: Yes \_\_\_ No \_\_\_

TYPE OF ROADWAY: CONCRETE [ ] ASPHALT [ ] BRICK [ ] OTHER [ ]

Number of Off-Street Parking Spaces: \_\_\_\_\_

DRIVEWAY(s):

- \*\*Note: The first 8' of approach must be 6" deep concrete (3500 PSI); Remainder of driveway must be 3" deep sealed surface. 5' turning radius on each side required.

Width of Driveway(s): \_\_\_\_\_

Length of Driveway: \_\_\_\_\_ (15 ft Minimum)

Size of Culvert Required: \_\_\_\_\_ (12 inch Minimum)

Drainage Pipe/Culvert: \_\_\_\_\_ (12 inch Minimum diameter)

Water Flow Drain Checked by: \_\_\_\_\_

REQUIRED INSPECTIONS:

\*\*Note: Please provide 24 hour notice for inspections.

- Locations & Drainage (Inspection by Guthrie Municipal Services)
Grade Form Radius (Minimum 5 ft radius return to curb - Inspection by Building Inspector)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_



**APPLICATION  
CERTIFICATE OF OCCUPANCY**

DATE: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**~OFFICE USE ONLY~**

PROPOSED BUILDING USE: \_\_\_\_\_ ZONE: \_\_\_\_\_

(1) Assembly	<input type="checkbox"/>	(6) Institutional	<input type="checkbox"/>
(2) Business	<input type="checkbox"/>	(7) Mercantile	<input type="checkbox"/>
(3) Education	<input type="checkbox"/>	(8) Residential	<input type="checkbox"/>
(4) Factory	<input type="checkbox"/>	(9) Storage	<input type="checkbox"/>
(5) High Hazard	<input type="checkbox"/>	(10) Other	<input type="checkbox"/>

Number of Stories: \_\_\_\_\_ Level of Use: \_\_\_\_\_ Basement: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Area: \_\_\_\_\_ Occupant Load: \_\_\_\_\_

MEETS CODE REQUIREMENTS:

	Yes	No		Yes	No
1. Adequate Separation	<input type="checkbox"/>	<input type="checkbox"/>	7. Exit Signs	<input type="checkbox"/>	<input type="checkbox"/>
2. Means of Egress	<input type="checkbox"/>	<input type="checkbox"/>	8. Alarm System	<input type="checkbox"/>	<input type="checkbox"/>
3. Automatic Sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	9. Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
4. Elevator	<input type="checkbox"/>	<input type="checkbox"/>	10. Electric System	<input type="checkbox"/>	<input type="checkbox"/>
5. No. of Exits	<input type="checkbox"/>	<input type="checkbox"/>	11. H & A System	<input type="checkbox"/>	<input type="checkbox"/>
6. Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>	12. Plumbing System	<input type="checkbox"/>	<input type="checkbox"/>

DEFICIENCIES NOTED:

ITEM	DEFICIENCY

I hereby acknowledge that I have been advised of any deficiencies and a plan of corrections will be submitted to the Guthrie Building Official within 5 days outlining a plan to correct any and all deficiencies. **All deficiencies shall be corrected within 30 days.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Commercial/Multi-Family Residential Inspections)