



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	\$1,263.00		
2" Meter & Setter Only – QuickService	\$3,386.00		
1" Short Service (includes meter, setter & tap)	\$2,185.00		
1" Long Service (includes meter, setter, tap & bore)	\$4,275.00		
2" Short Service (includes meter, setter & tap)	\$4,681.00		
2" Long Service (includes meter, setter, tap & bore)	\$6,996.00		
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 w/water & sewer (Includes \$25.00 Service Fee)	\$150.00		
Utility Deposit / sewer only (Includes \$25.00 Service Fee)	\$75.00		
	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

Minimum Electrical Permit \$ 50.00

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)

Split System Unit \$ 50.00 each

Commercial Exhaust Hood \$ 50.00

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.

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 and structural 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 2018 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 2017 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.

REQUIRED INSPECTION CHECKLIST

PHONE: 405/282-1110

(Please provide 24 hr notice)

CONTRACTOR/OWNER REQUEST

- _____ Setbacks / Footing / Piers / Structural (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
- _____ Storm water / 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. Re-inspection fee is \$25; Second Re-inspection fee is \$50
2. 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.
3. If the above inspections are not completed, no building final or certificate of occupancy will be issued.
4. 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.

Townsite Historic Overlay District will be subject to the provisions of the Guthrie Historic Preservation Ordinance and as approved by the Guthrie Historic Preservation Commission.

B. General Commercial Architectural Design Standards:

1. All buildings on the same site shall be related in architectural style, color scheme and building materials.
2. Human scale must be created by the use of architectural elements such as colonnades, canopies, walkways, street-level display windows, lighting, and a variety of building materials.
3. Avoid flat looking walls/facades and large, boxy buildings. Pilasters, protruding brick columns, change in brick color and wall recesses/projections are encouraged architectural techniques. Give the greatest consideration in terms of design emphasis and detailing to the street facing façade (or façades if a corner site) but all elevations of a building shall include architectural design elements.
4. Building Exterior
 - a. Exterior materials shall be stone, cast stone, sandstone, brick, tinted/textured concrete masonry units or an equivalent long-lasting masonry material.
 - b. Materials such as stucco, wood, metal, or EFIS are permitted when incorporated with materials outlined within Section 6.2(4)(a) and designed to ensure balance throughout the overall building design but cannot exceed a total of sixty percent (60%) of the overall building design.
 - c. Primary façade colors shall be low reflectance, subtle, neutral colors. The use of high intensity colors, metallic colors, or fluorescent colors shall be prohibited.
5. Awnings
 - a. Use awnings to provide weather protection and create visual interest and scale to a building. Coordinate awning colors with the color scheme for the entire building.
 - b. Awnings should have metal supports from above with frames made of iron, aluminum or wood with cloth, canvas, or metal covering the lower part of the covering where it extends across or over the sidewalk.
 - c. Awnings shall be at least eight feet above a sidewalk or easement and no awning shall exceed eight feet in depth from the building.
6. Foundation planters and trees shall be incorporated around the building exterior to provide shade.
7. Screening Requirements.
 - a. All refuse containers shall be fully enclosed on three (3) sides by a solid screen fence of at least six (6) feet in height and the enclosure shall be gated. The materials used for screening, including the enclosure, shall be of the

same material as the principal structure and compliment the architecture of the principal structure.

- b. Loading berths/areas when adjacent to or across street from residential zoned properties shall be located in a manner to have the least visual and vehicular impact on the residential zoned properties. The loading berths/areas shall be screened as much as possible. The screening shall be an opaque fence of the same material as the principal structure and compliment the architecture of the principal structure and be a minimum of seven (7) feet in height.
 - c. Opaque fencing or landscaping or combination of the two shall be used to screen ground level mechanical equipment or any utility.
 - d. The architectural design of buildings shall incorporate design features which screen, contain, and conceal all rooftop heating, ventilation, air conditioning units, or similar units around all sides. This can be accomplished using parapets or screening boxes around the individual units, or a combination of the two.
8. All commercial developments are required to provide off-site improvements (curbs, gutters, drive approaches, streets and/or street widening, etc.). In addition, a minimum of 48" sidewalk is required and must provide connectivity to adjacent properties. All improvements must be ADA compliant.

C. Division St. and Noble Ave. Commercial Corridor

- 1. The purpose of the Division St. and Noble Ave. Commercial Corridor is to enhance the area around the Capital Townsite Historic District through these two main corridors. The corridor will apply to all commercial properties with frontage along Division St. between Springer Ave. and Interstate 35 and all commercial properties with frontage along Noble Ave. between 2nd St. and Interstate 35.
- 2. Division St. and Noble Ave. Commercial Corridor architectural design standards are as follows:
 - a. All provisions of Section 6.2(B) apply except the building exterior requirements as outlined in Section 6.2(C)(2)(c).
 - b. All buildings front façade/entrance shall be orientated towards Division St. or Noble Ave.
 - c. Building Exterior:
 - i. Front façade elevations shall be at least sixty percent (60%) red brick. The remaining forty percent (40%) of the front façade shall be stone, cast stone, sandstone, tinted/textured concrete masonry units or an equivalent long-lasting masonry material.
 - ii. The side and rear elevations of a building shall have primary exterior materials of stone, cast stone, sandstone, brick, tinted/textured concrete masonry units or an equivalent long-lasting masonry material. Plain concrete block is not allowed.

- iii. The side and rear elevations of a building may include materials such as stucco, wood or EFIS as secondary materials when incorporated as design elements with the primary materials but cannot exceed a total of twenty percent (20%) of the overall building design.
- iv. The side and rear elevations of a building may include metal panels when incorporated as a design element but cannot exceed a total of ten percent (10%) of the overall building design.
- v. Primary façade colors shall be low reflectance, subtle, neutral colors. The use of high intensity colors, metallic colors, or fluorescent colors shall be prohibited.

6.3 Industrial Architectural Design Standards

- A. The provisions of the Industrial Architectural Design Standards herein will apply to any industrial zoned property.
- B. General Industrial Architectural Design Standards:
 - 1. Buildings within Industrial zones that meet the frontage requirements within the Division St. and Noble Ave. Commercial Corridor are subject to all the provisions of Section 6.2(C).
 - 2. Buildings within Industrial zones that do not meet the frontage requirements within the Division St. and Noble Ave. Commercial Corridor are subject to the following provisions:
 - a. All elevations of any building shall be composed of high-quality brick, stone, masonry, concrete (including pre-cast concrete or tilt slab construction), stucco, synthetic stucco (EIFS products) or custom architectural metal panel systems or a combination of these materials. Buildings with metal panels shall have factory applied paint or special coatings of an earth toned color pallet, raised or standing seams and be no less than 26-gauge material. No other materials, including corrugated steel or aluminum or other untreated metal may be used on the exterior of any improvements.
 - b. Plain pre-engineered metal buildings without architectural enhancement are not permitted.
 - c. All buildings on the same site shall be related in architectural style, color scheme and building materials. The size of windows and doors should be related to the scale of the wall in which they appear. Monotonous repetition should be avoided where possible in the location, size, and shape of windows and small doors. Utility doors, fire doors, loading docks, and other potentially unsightly elements should be designed to blend with the building's architecture.
 - d. Main entryways should be clearly defined and smoothly integrated with the building and be a focal point for design. Canopies, roof overhangs, recessed areas, and frame line extensions can achieve these effects.
 - 3. All industrial developments are required to provide off-site improvements (curbs, gutters, drive approaches, streets and/or street widening, etc.). In addition, a

minimum of 48" sidewalk is required and must provide connectivity to adjacent properties. All improvements must be ADA compliant.

6.4 Exceptions to Architectural Design Standards

- A. Modifications or exceptions to residential, commercial or industrial architectural design standards may be approved through a Special Use Permit.

6.5 Residential Accessory Building Standards

- A. It is the intent of this code to allow residential accessory structures on property in the Residential Zoning Districts as long as the accessory structures meet all development standards. An accessory structure shall be incidental to and shall not alter the primary use or character of the site.
- B. Definitions
 - 1. Residential Accessory Buildings are inclusive of but not limited to (this listing is not meant to be an exhaustive listing):
 - a. Garage, carport, workshop, garden shed, tool shed, storage shed, greenhouse, gazebo, pergola or arbor, pool house or cabana
- C. Applicability of the Residential Accessory Building Standards
 - 1. The Residential Accessory Building Standards set forth herein shall apply to all residential accessory buildings in the following Residential Zoning Districts:
 - a. R-1 (One-family Dwelling District), R-2 (General Residential District), R-5 (Planned Urban Development District) and R-6 (Manufactured Housing District)
- D. The Residential Accessory Building Standards set forth herein shall also apply to all residential accessory buildings on property in the Zoning Districts listed below when the property is being used for residential use:
 - 1. A-1 General Agriculture District - Accessory structures serving principal agricultural uses on properties five (5) acres or more in area shall not be subject to the regulations specified herein. However, on those properties in the A-1 General Agriculture District which contain less than five (5) acres in area the regulations specified herein for residential accessory buildings shall apply.
 - 2. A-2 Suburban District - Accessory structures serving principal agricultural uses on properties five (5) acres or more in area shall not be subject to the regulations specified herein. However, on those properties in the A-2 Suburban District which contain less than five (5) acres in area the regulations specified herein for residential accessory buildings shall apply.
 - 3. C-1 (Neighborhood Shopping District), C-2 (General Commercial District) C-3 (Highway Commercial District) and CBD (Central Business District).