



## **APPLICATION FOR RESIDENTIAL 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) 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. *Permit Fee Schedule*
6. *Notice to Contractors*
7. *Inspection Checklist*
8. *Building Design Guidelines*

**BUILDING PERMIT APPLICATION**  
**1 & 2 Family Dwelling & Related Residential Construction**

<b>PROJECT ADDRESS</b>				Notice: Application must include a copy of a site plan, floor plan, and all elevations drawn to City standards.		
<b>CONTACT PERSON</b>				<b>PHONE NO.</b>	<b>EMAIL ADDRESS</b>	<b>FAX NO.</b>
<b>LEGAL DESCRIPTION</b>	<b>BLOCK NO.</b>	<b>LOT NO.</b>	<b>SUBDIVISION</b>	<b>SET BACK</b>		<b>AUTOMATIC SPRINKLER?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
				<b>VALUATION \$</b>		
PROPERTY OWNER: Name: Address: Phone: Cell: Email:				GENERAL CONTRACTOR: Name: Address: Phone: Cell: Email:		
<b>Proposed Use:</b>		<b>Describe Work:</b>	New Construction <input type="checkbox"/> New Addition <input type="checkbox"/>	Remodel <input type="checkbox"/> Fire Damage/Repair <input type="checkbox"/>		
<b>Project Area in Square Feet:</b>			<b>This Project Includes:</b> <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> PLUMBING  <b>SEPARATE PERMITS REQUIRED</b>			
<b>Water Solution:</b> <input type="checkbox"/> New Meter <input type="checkbox"/> If New Meter, What size? <input type="checkbox"/> New Well			<b>Sewer Solution:</b> <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			
<b>Miscellaneous Project Information:</b>  <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Curb Cut or Approach <input type="checkbox"/> Other: _____ <input type="checkbox"/> Two Family (Duplex) <input type="checkbox"/> Paving/Right of Way <input type="checkbox"/> Storage Building <input type="checkbox"/> Garage/Shop <input type="checkbox"/> Barn  <b>NOTICE:</b> 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 is 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.  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.  <b>Signature:</b> _____ <b>Printed Name:</b> _____ <b>Agent of:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <b>Date:</b> _____						

City of Guthrie  
Community Development  
101 N. 2<sup>nd</sup> 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
<b>Water Meters, Setters and Taps:</b>			
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		
<b>TOTAL FEE</b>			

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

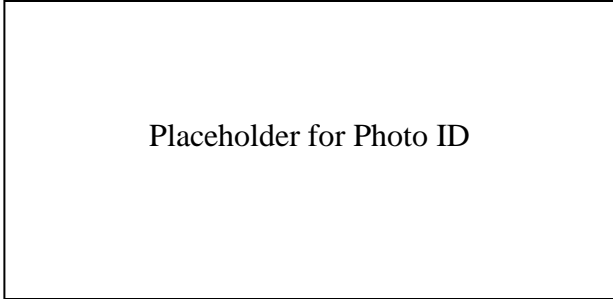
Municipal Department: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Utility Department: \_\_\_\_\_ Date: \_\_\_\_\_

# CONTRACT FOR UTILITY SERVICE

Date of Service to Begin: \_\_\_\_\_  
Residential \_\_\_\_\_ Commercial \_\_\_\_\_



**APPLICANT MUST BE 18 YEARS OF AGE OR OLDER – PLEASE PRINT**

**Are you a New Resident to the City of Guthrie?** \_\_\_\_\_  
**What City/State did you move from?** \_\_\_\_\_

**Name of Responsible Party:** \_\_\_\_\_

If Commercial – Name of Business: \_\_\_\_\_

**Service Address:** \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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: \_\_\_\_\_

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

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**CO-OCCUPANT'S SIGNATURE:** \_\_\_\_\_

E-MAIL ADDRESS (optional): \_\_\_\_\_



## 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
- \_\_\_\_\_ 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.)
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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

## 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

## 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.



## **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 (prior to concrete pour)
- \_\_\_\_\_ Driveway & Curb Cut (prior to concrete pour)
- \_\_\_\_\_ Sheathing (structural plywood) (Floor framing if a wood subfloor)
- \_\_\_\_\_ 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.

## **Section 6 – Architectural Design Standards, Accessory Buildings and Fences**

### **6.1 Residential Architectural Design Standards**

- A. The provisions of the residential standards herein are divided into four sets of standards based on the use and location within the City. Residential properties or properties with a single-family residential use will be subject to the standards outlined within Section 6.1(B), properties located within the Guthrie Proper Overlay District will be subject to the standards outlined within Section 6.1(C), multi-family development will be subject to standards outlined within Section 6.1(D) and residential standards within the Guthrie Capitol Townsite Historic Overlay District will be subject to the standards outlined within 6.1(E).
- B. General Residential Architectural Design Standards
1. Residential structures shall be designed in an attractive manner to compliment the surrounding neighborhood, in size and character.
  2. New subdivisions shall have sidewalks, curbs and gutters. In existing subdivisions/ neighborhoods, if adjacent parcels have sidewalks, curbs and/or gutters, then sidewalks, curbs and/or gutters must be provided. Sidewalks must be a minimum of 48" wide. Exceptions: Lots of one acre or more and multi-family developments.
  3. All residences shall have a minimum of a one stall garage.
  4. Shake or corrugated metal roofs are prohibited. All gutters, downspouts, and roof-top vents shall be treated with a color similar to the exterior materials.
  5. Building Exteriors
    - a. Exteriors shall be stone, brick, wood, stucco, fiber-cement siding (Hardie board), vinyl siding or aluminum siding.
    - b. Residences on properties five (5) acres or greater in size not located within an overlay district may have metal exteriors.
  6. Each new residence should have a minimum of one tree, of two- inch caliper, in the front yard and appropriate lawn, ground cover and shrubs.
  7. The use of colors that are compatible with the surrounding area is highly encouraged.
  8. Additions must be compatible in massing, size, scale, and architectural features to the existing structure.
  9. 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.
- C. Guthrie Proper Overlay District Residential Architectural Design Standards
1. The architecture of residential structures within this overlay district shall be compatible with architectural styles/periods commonly known as Colonial, Bungalow, Craftsman or Victorian. The overlay district boundaries are established as set forth in Ordinance No. 3340.



2. Specific elements are as follows:
- a. Where the lots on both sides of a proposed dwelling have been developed with a front yard depth less than required by the respective zoning district, the front yard of the proposed dwelling shall be not less than the average depth of the adjacent dwellings or fifteen (15) feet, whichever amount is greater.
  - b. Each building facade shall include a front porch with a width not less than half of the front façade width.
  - c. Fenestration (openings in the building envelope, including the installation of windows and doors) shall comprise at least 25%, but no more than 70%, of the front façade. Fenestration on the side and rear facades shall be done in a manner that compliments design within the surrounding neighborhood.
  - d. Blank lengths of wall exceeding 15 linear feet are prohibited on any façade.
  - e. A minimum of a single stall garage is required.
    - i. Detached garages shall be located in the rear yard. A detached garage must be located behind the rear building facade of the home.
    - ii. Attached garages
      - (a) Attached garages facing a street shall be setback at least 10 feet from the front building façade. Attached single stall garages that are orientated in a manner to have a side or rear yard entrance are exempt from the 10-foot setback but cannot project beyond the front building façade.
      - (b) Attached two stall or larger garages must have a side or rear yard entrance and cannot project beyond the front building facade.
  - f. Exteriors shall be stone, brick, wood, fiber-cement siding (Hardie board), vinyl siding or aluminum siding. Stucco or similar materials may be used as design elements but cannot exceed 25 percent of the overall building design.

#### D. Multi-family Residential Architectural Design Standards

1. Single-family and two-family development on multi-family zoned property within the Guthrie Proper Overlay District shall meet all design and architecture requirements outlined in Section 6.1.C.
2. In multi-building developments, the buildings are encouraged to be arranged to enclose the common areas. Common areas and courtyards should be convenient to a majority of units.
3. Wall plane projections or recesses shall be incorporated to ensure no blank lengths of a building wall exceed 50 linear feet.
4. Blocky, uniform facades are prohibited. The facades of all multifamily buildings shall be articulated through the incorporation of two or more of the following:
  - a. Balconies
  - b. Bay or box windows
  - c. Porches
  - d. Dormers
  - e. Variations in materials
  - f. Variations in roof forms
5. Single building multifamily developments. The massing and use of exterior materials should be arranged to give the building the appearance of a large single-family home.
6. Exteriors shall be stone, brick, wood, stucco, fiber-cement siding (Hardie board), vinyl siding or aluminum siding.
7. All parking, garages or carports shall be internalized so that they are not visible from adjacent streets. Garages or carports shall be integrated in design with the principal building architecture and incorporate similar and compatible forms, scale, materials, color and details.

#### E. Guthrie Capitol Townsite Historic Overlay District

The boundaries of the Guthrie Capitol Townsite Historic Overlay District are established per Ordinance No. 3075.

1. All residential development within the Guthrie Capitol Townsite Historic Overlay District will be subject to the provisions of Ordinance No. 3075 and as approved by the Historic Preservation Commission.

### 6.2 Commercial Architectural Design Standards

- A. The provisions of the Commercial Architectural Design Standards herein will apply to any commercial zoned property. Commercial design standards within the Guthrie Capitol