



## Building Permit and Construction Information



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# What is a building permit?

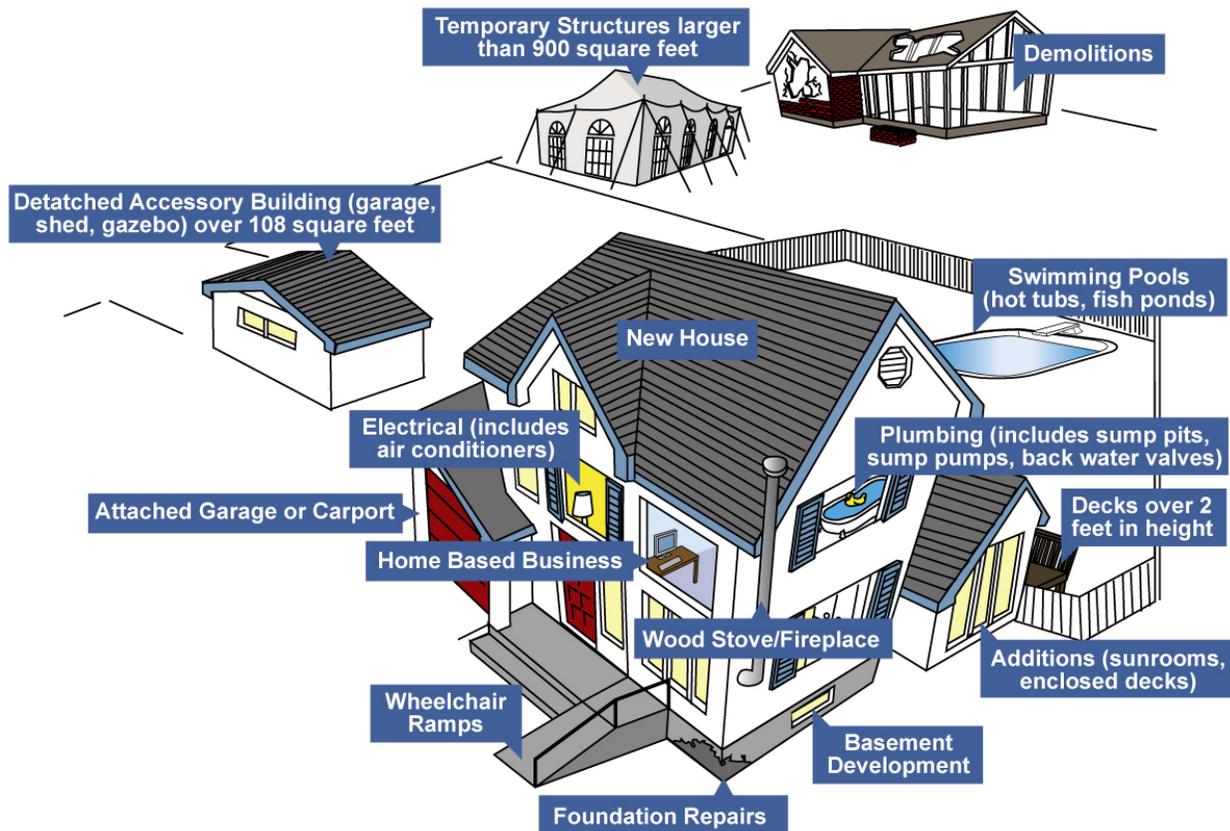
A building permit is a license, which grants legal permission to start construction of a building project.

## What construction projects need building permits?

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure shall first make application to the building official and obtain the required permit.

Building permits are typically required for the following:

- New Buildings
- Car Ports
- Additions
- Alterations/Renovations
- Swimming Pools
- Storm Shelters



## **Work Exempt from Permits**

Permits shall not be required for the following:

1. One-story detached accessory structures such as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet (200 square feet if accessory to a one or two-family dwelling.)
2. Fences not over 7 feet (1,829 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1,219 mm) in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 liters) and the ratio of height to diameter or the width does not exceed 2 to 1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below, and which are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
8. Temporary motion picture, television, and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R occupancy, which are less than 24 inches (610 mm) deep, do not exceed 5,000 gallons (19,000 liters) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
11. Swings and other playground equipment accessory to one or two-family dwellings.
12. Window awnings supported by an exterior wall of Group R and Group U occupancies.
13. Movable cases, counters, and partitions not over 5 feet 9 inches (1753 mm) in height.

**Exemptions from permit requirements shall not be deemed to grant authorization for any work to be done in violation of the provisions of the Building Code or any other laws or ordinances in this jurisdiction.**

## **The Purpose of Permits**

Permits allow the enforcement of the codes which have been adopted as law by a state, county, township or city. No matter what the specific project may be, the enforcement of codes is carried out to protect the public health, safety, and welfare of the citizens. The unit of government which enforces the code is acting to assure safe construction.

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## **The Use of Permits**

Code Officials and inspectors use building permits as a vital step in their enforcement of codes. You have an investment in the home or business you are about to build or remodel. When that home or business building does not comply with the codes, your investment could be reduced. Applying for a building permit notifies the Building Inspections Department that you are constructing or remodeling a building so they can ensure code compliance.

## **Why a building permit?**

Building permits provide the means for Code Officials to protect us by reducing the potential hazards of unsafe construction and therefore ensuring the public health, safety, and welfare. The building permit process helps us understand what our local laws and ordinances are. Before any construction or remodeling work begins, application for a permit provides the means for the Code Officials to inspect construction to ensure that minimum standards are met and appropriate materials are used.

## **THE FOLLOWING APPLY DURING ALL TYPES OF CONSTRUCTION:**

### **1. YOU MUST MEET ALL BUILDING AND ZONING CODES OF THE CITY OF TAHLEQUAH:**

- a. MUST BE ZONED PROPERLY
- b. MUST HAVE BUILDING PERMIT BEFORE ANY DIRT WORK OR CONSTRUCTION MAY BEGIN
- c. MECHANICAL, PLUMBING, ELECTRICAL CONTRACTORS, AND GENERAL CONTRACTORS MUST BE LICENSED WITHIN THE CITY OF TAHLEQUAH
- d. MUST HAVE THE WATER, SEWER, ELECTRIC, AND MECHANICAL INSPECTED DURING ALL PHASES OF CONSTRUCTION

### **2. FOLLOWING IS A LIST OF THE CODES THAT WILL NEED TO BE FOLLOWED:**

- a. 2020 N.E.C ELECTRIC CODE
- b. 2018 INTERNATIONAL RESIDENTIAL CODE
- c. 2018 INTERNATIONAL PLUMBING CODE
- d. 2018 INTERNATIONAL MECHANICAL CODE
- e. 2018 INTERNATIONAL BUILDING CODE
- f. 2018 INTERNATIONAL EXISTING BUILDING CODE
- g. 2018 INTERNATIONAL FIRE CODE
- h. 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE

## **BUILDING PERMIT FEES:**

**One and Two Family Dwellings:** New construction permits shall be computed at twenty cents (\$0.20) per square foot plus an additional two hundred dollars (\$200.00) for inspections. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus two hundred dollars (\$200.00) for inspections. Permit fees will be calculated by under-roof square footage

**Multifamily Dwellings:** New construction permits shall be computed at twenty cents (\$0.20) per square foot plus an additional one hundred dollars (\$100.00) per apartment for inspections. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus one hundred dollars (\$100.00) for inspections. Permit fees will be calculated by under-roof square footage

**Accessory Buildings with a concrete slab floor or over 120 square feet and Detached Garages:** New construction permits shall be computed at twenty cents (\$0.20) per square foot plus an additional thirty dollars (\$30.00) per required inspection. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus an additional thirty dollars (\$30.00) per required inspection. Permit fees will be calculated by under-roof square footage

**Boarding Houses, Hotels, Motels, and Dormitories:** New construction permits shall be computed at twenty cents (\$0.20) per square foot of conditioned space plus an additional seventy-five dollars (\$75.00) per room for inspections. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus an additional thirty dollars (\$30.00) per required inspection. Permit fees will be calculated by under-roof square footage

**Non-Residential or Commercial Structures:** New construction permits shall be computed at twenty cents (\$0.20) per square foot plus five cents (\$0.05) per square foot or a minimum of two hundred dollars (\$200.00) for inspections. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus an additional thirty dollars (\$30.00) per required inspection. Permit fees will be calculated by under-roof square footage

**Multi-tenant Non-Residential or Commercial Structures:** New construction permits shall be computed at twenty cents (\$0.20) per square foot plus an additional seventy-five dollars (\$75.00) per tenant space plus five cents (\$0.05) per square foot, minimum two hundred dollars (\$200.00) to cover inspections. Remodel construction permits shall be computed at ten cents (\$0.10) per square foot plus an additional seventy-five dollars per tenant space (75.00) plus five cents (\$0.05) per square foot to cover required inspections.

**In-Ground Swimming Pools:** New construction permits shall be one hundred dollars (\$100.00) per permit

**Portable Carports:** See Accessory Buildings

## **CONTRACTOR FEES:**

No electrical, mechanical, plumbing, or general contractor shall perform work, as defined in the International Residential Code or the International Building Code within the city limits until such contractor shall have secured a license and shall have provided proof of the issuance of a state of Oklahoma license and liability insurance.

Upon proof of the issuance of the state of Oklahoma license, a contractor desiring to do such work shall secure from the city clerk a nontransferable license which shall run until June 30 next succeeding its issuance, unless sooner revoked. Such contractor obtaining a license shall pay an initial license fee of three hundred dollars (\$300.00) and an annual license fee of fifty dollars (\$50.00) to the city clerk if paid within sixty days (60) of the expiry date.

# RESIDENTIAL BUILDING PERMIT CHECKLIST

1. IS YOUR LOT PROPERLY ZONED YES  NO
2. IS YOUR LOT IN A FLOODPLAIN YES  NO
3. WHAT UTILITIES ARE ON PROPERTY  
SEWER  CITY WATER  CITY ELECTRIC  NOPFA GAS  LREC
4. ARE YOU AWARE OF YOUR LOT SET BACKS  
YES  NO
5. HAVE YOU SUBMITTED PERMIT APPLICATION, 2 SETS OF BUILDING PLANS,  
AND A SITE PLAN TO THE BUILDING INSPECTORS OFFICE FOR REVIEW  
YES  NO
6. ARE YOU AWARE OF ALL BUILDING AND ZONING CODES CURRENTLY USED  
BY THE CITY OF TAHLEQUAH  
YES  NO
7. ARE YOU AWARE OF ALL INSPECTIONS REQUIRED  
YES  NO
8. IS THERE A PLAT FILED IN COUNTY CLERKS OFFICE  
YES  NO
9. HAVE BUILDING AND SITE PLANS BEEN APPROVED  
YES  NO

# **HOW TO OBTAIN A BUILDING PERMIT FOR ALL NEW COMMERCIAL CONSTRUCTION AND MULTI FAMILY RESIDENTIAL STRUCTURES WITH AN APPROVED PLAT:**

1. PICK UP AN APPLICATION AT THE BUILDING INSPECTOR'S OFFICE AT CITY HALL (111 SOUTH CHEROKEE AVE) OR ON THE CITY WEBSITE ([www.cityoftahlequah.com](http://www.cityoftahlequah.com)).
2. SUBMIT REVIEWED APPLICATION, 2 SETS OF BUILDING PLANS OR A PDF VERSION (professionally designed if required), AND A SITE PLAN TO THE CITY BUILDING INSPECTOR FOR REVIEW.
3. THE CITY BUILDING INSPECTOR WILL PLACE YOUR SITE PLAN ON THE AGENDA FOR THE NEXT TECHNICAL ADVISORY COMMITTEE (TAC) MEETING FOR REVIEW.
4. TAC WILL REVIEW SITE PLANS AND DISCUSS ANY REQUIRED CHANGES IF NEEDED. AFTER TAC APPROVAL, THE TAC WILL SUBMIT A WRITTEN RECOMMENDATION TO THE PLANNING AND ZONING COMMITTEE.
5. AFTER TAC APPROVES PLANS THEN SEE THE TAHLEQUAH CITY CLERK TO BE SCHEDULED FOR THE NEXT AVAILABLE PLANNING AND ZONING COMMITTEE MEETING FOR SIT PLAN APPROVAL.
6. UPON APPROVAL BY PLANNING AND ZONING, YOU NEED TO SEE THE CITY CLERK TO BE SCHEDULED FOR THE NEXT AVAILABLE CITY COUNCIL MEETING FOR SITE PLAN APPROVAL.
7. UPON APPROVAL BY CITY COUNCIL, THE BUILDING INSPECTOR MAY ISSUE A BUILDING PERMIT.

# HOW TO OBTAIN A BUILDING PERMIT FOR ALL NEW COMMERCIAL AND MULTI FAMILY RESIDENTIAL STRUCTURES WITHOUT AN APPROVED:

1. PICK UP AN APPLICATION AT THE BUILDING INSPECTORS OFFICE AT CITY HALL (111 SOUTH CHEROKEE AVE.) OR FROM THE CITY WEBSITE ([www.cityoftahlequah.com](http://www.cityoftahlequah.com)).
2. SUBMIT COMPLETED APPLICATION, 2 SETS OF BUILDING PLANS (professionally designed if required), A SITE PLAN, AND A PRELIMINARY PLAT TO THE CITY BUILDING INSPECTOR FOR REVIEW.
3. THE CITY BUILDIN INSPECTOR WILL PLACE YOUR SITE PLAN AND PLAT ON THE AGENDA FOR NEXT TECHNICAL ADVISORY COMMITTEE (TAC) MEETING FOR REVIEW.
4. TAC WILL REVIEW PRELIMINARY PLAT AND SITE PLANS AND DISCUSS ANY REQUIRED CHANGES IF NEEDSD. AFTER AC APPROVL, THE TAC COMMITTEE WILL SUBMIT A WRITTEN RECCOMMENDATION TO THE PLANNING AND ZONING COMMITTEE.
5. AFTER TAC APPROVES THE SITE PLAN AND PRELIMINARY PLAT, THEN SEE THE TAHLEQUAH CITY CLERK TO BE SCHEDULED FOR THE NEXT AVAILABLE PLANNING AND ZONING MEETING TO THE FINAL PLAT APPROVAL.
6. UPON COMPLETION OF ANY FURTHER ACTION REQUIRED BY PLANNING AND ZONING AND FINAL APPROVAL OF SITE PLAN AND PLAT HAS BEEN GIVEN, SEE THE CITY CLERK TO BE SCHEDULED FOR THE NEXT AVAILABLE COUNCIL MEETING.
7. UPON APPROVAL OF THE SITE PLAN AND PLAT BY THE CITY COUNCIL, THE BUILDING INSPECTOR MAY ISSUE A BUILDING PERMIT.

## **HOW TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL CONSTRUCTION WITHOUT AN APPROVED PLAT IF PLATING IS REQUIRED:**

1. HAVE A PLAT DRAWN FOR YOUR LOT.
2. SUBMIT A SITE PLAN AND PRELIMINARY PLAT TO THE CITY BUILDING INSPECTOR FOR REVIEW.
3. THE CITY BUILDING INSPECTOR WILL PLACE YOUR SITE PLAN AND PLAT ON THE AGENDA FOR NEXT TECHNICAL ADVISORY COMMITTEE (TAC) MEETING FOR REVIEW.
4. TAC WILL REVIEW PRELIMINARY PLAT AND SITE PLANS AND DISCUSS ANY REQUIRED CHNGES IF NEEDED. AFTER TAC APPROVAL, THE TAC COMMITTEE WILL SUBMIT A WRITTEN RECOMMENDATION TO THE PLANNING AND ZONING COMMITTEE.
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8. SUBMIT COMPLETED APPLICATION, 2 SETS OF BUILDING PLANS AND A SITE PLAN TO THE CITY BUILDING INSEPTOR FOR REVIEW. UPON REVIEW, THE INSPECTOR CAN ISSUE A BUILDING PERMIT.

## **SITE LAYOUT:**

Prior to start of construction, all lots or parcels of land platted or un-platted shall have all property lines, easements, Right-of-ways, and building lines clearly marked by a registered land surveyor.

## **FOOTING REINFORCEMENT**

1. Concrete footings shall have a minimum of two No. 4 bars at the top and bottom of the footing. Bottom reinforcement shall be located at a minimum of 3 inches clear from the bottom of the footing by using approved dobies.
2. Where a construction joint is created between a concrete footing and concrete or masonry stem wall, a minimum of one No. 4 bar shall be provided at no more than 4 feet on center. The vertical bar shall extend to 3 inches clear of the bottom of the footing, have standards hook, and extend a minimum of 14 inches into the stem wall.

## **CONSTRUCTION DOCUMENTS**

- A. Construction documents shall be prepared by a registered design professional and submitted with the building permit application for the following:
  - a. One- and two-family dwellings exceeding four thousand (4,000) square feet.
  - b. Multi-family dwellings over two (2) stories in height or that exceed five thousand (5,000) total square feet.
  - c. All Construction requiring a building permit according to the International Building Code and International Existing Building Code currently adopted by the City of Tahlequah in excess of four thousand (4,000) square feet or exceeding 3 tenant spaces.
- B. All construction documents may be subject to the State Fire Marshal's approval. (Ord. 979-2002, 4-1-2002)

## **THE FOLLOWING INSPECTIONS ARE REQUIRED (BUT NOT LIMITED TO) DURING CONSTRUCTION:**

1. Building pads
  - a. Fill areas for buildings and structures shall be compacted as sub-grade in lifts with a maximum thickness of eight inches (8").
2. Footings/Setbacks and slabs
3. Retaining walls and Basement walls
4. All under slab Plumbing or Electrical work
5. All Framing and Bracing
  - a. You must use anchor bolts to secure bottom plate of exterior walls.
  - b. Anchor bolts shall be places no more than 12 inches from wall ends and corners and be no more than 6 feet apart.
  - c. All sills or plates that rest on concrete must be treated lumber unless separated by an impervious moisture barrier.
  - d. All exterior plates must be treated lumber.
6. All Rough-in Plumbing, Electrical Wiring, Mechanical Equipment, Duct Work, and Gas Piping (*see example drawing page x*). Gas piping will not be inspected until the drawing is submitted.
  - a. Water lines will require a pressure test of no less than the working pressure of the system
  - b. Gas piping will require a pressure test of 20 PSI
7. Any underground piping or wiring
8. A final inspection will be done on all Electric, Plumbing, and Mechanical installations
9. See Inspection Checklist on website

## **SCHEDULING INSPECTIONS**

Routine Inspections shall be scheduled at least twenty four (24) hours before the desired inspection time and may be scheduled between 8 a.m. and 10 a.m. Monday thru Friday.

If you have any questions about an inspection or would like to schedule an inspection, please contact the Building Inspector at 918-456-0651 ext. 2266 or you may email at [inspector@cityoftahlequah.com](mailto:inspector@cityoftahlequah.com)

Inspection requests via email shall contain the following information;

- Name
- Address where the inspection is to be perform
- Type of inspection requested

**Work inspected that does not meet the approval of the Building Inspector is subject to a re-inspection fee of thirty dollars (\$30.00)**

# DRIVEWAY AND SIDEWALK REQUIREMENTS

## Sidewalk Requirements:

1. **Vertical Alignment:** Sidewalks in general, shall follow the vertical alignment of the top of curb or the crown of the adjacent street. They shall be positioned to preclude low areas where water will stand on the sidewalk or soil will collect.
2. **Drainage Structures:** Where sidewalks will cross drainage features, an appropriate drainage structure will be placed under the sidewalk. Where drainage structures present a danger to pedestrian traffic, they will have appropriate handrails that meet minimum OSHA standards.
3. **Bridges:** When bridges are installed on sidewalks, they shall be of pre-cast concrete or a design approved by the street superintendent. All bridges shall have handrails meeting minimum OSHA standards.
4. **Horizontal Alignment:** Sidewalks should be constructed within the street rights of way at a distance no less than one foot (1') from the abutting property lines (*see example drawing on page x*) and shall be two feet (2') from the outside curb line of the street pavements (*see example drawing on page x*) or as approved by the city.
5. **Construction Material:** All sidewalks shall be constructed of three thousand, five hundred (3,500) PSI Portland cement concrete in accordance with the City of Tahlequah standards construction requirements. The finished thickness of Portland cement concrete sidewalks shall not be less than four inches (4") and the width shall not be less than four feet (4').
6. **Further Requirements:** Sidewalks shall be designed and constructed free of obstructions. No fences, utility poles, fire hydrants, or other structures shall encroach on the paved sidewalk. Sidewalks shall be designed and constructed to connect to the sidewalks of abutting subdivisions. Where drainage way is excluded from a subdivision, the developer shall provide a sidewalk and an associated easement across the drainage way as part of the adjacent development.

**7. Disability access:** Sidewalks shall provide access in accordance with the Americans with Disabilities Act.

a. Sidewalk slope

The running slope (*The slope that is parallel to the direction of travel*) of walking surfaces shall not be steeper than 1:20. The cross slope (*The slope that is perpendicular to the direction of travel*) of a walking surface shall not be steeper than 1:48.

b. Ramp Slope:

Ramp runs shall have a running slope not steeper than 1:12. Cross slope of ramp runs shall not be steeper than 1:48. Ramp ground surfaces shall be stable, firm, and slip resistant.

**8. Maintenance:** After final acceptance of the sidewalk construction by the city building inspector, maintenance of sidewalks shall be the responsibility of property owners whose properties abut the rights-of-way line along which the sidewalk has been constructed.

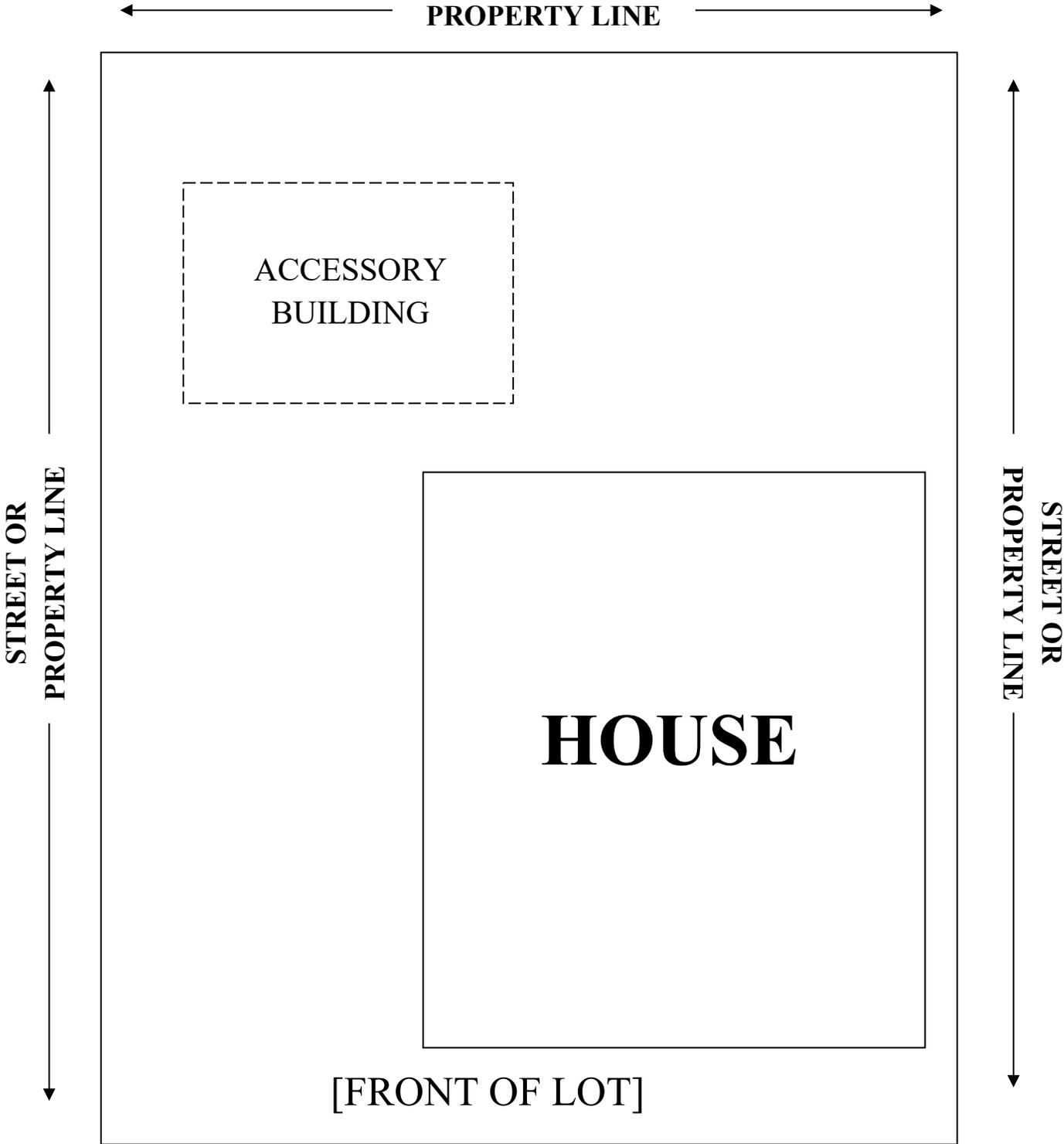
## **Driveway Requirements**

Driveways in the public right of way shall be constructed of Portland cement concrete which meets the requirement for streets or as specified by the street superintendent. Driveways in the public right of way shall not be less than six inches (6") in thickness and shall have a turn radius of not less than ten feet (10') if sidewalk is located one foot from the property line (*see example drawing page x*) or not less than two feet (2') if sidewalk is located is located two feet back of the curb (*see example drawing page x*). The driveway shall start at the elevation of the gutter of the street and be designed to divert storm water to the street. Removal of existing curb for driveway shall be by saw cut method. Use of mountable curbs to start driveways is prohibited except in mobile home parks.

## **Notice to All Developers and Builders**

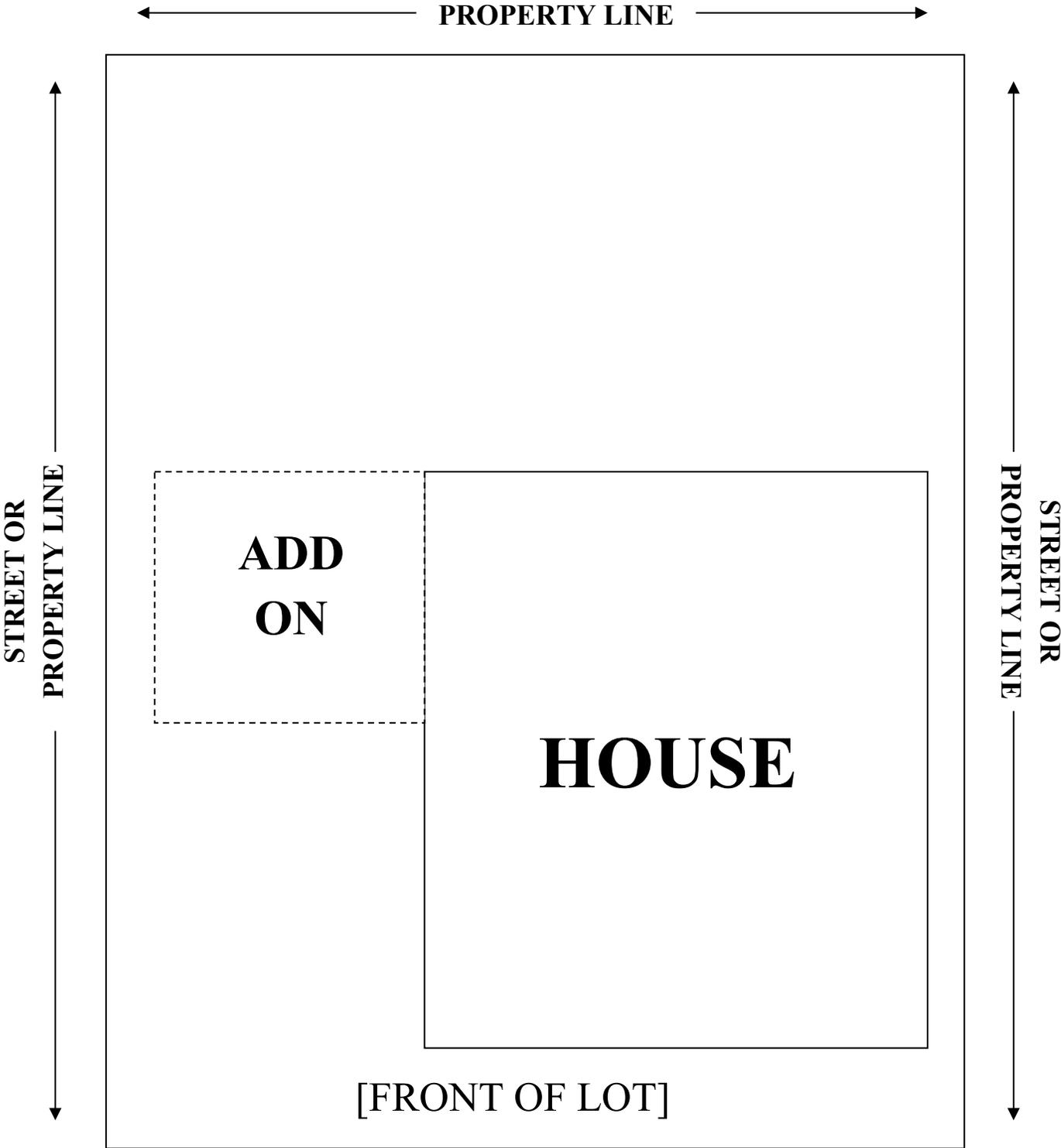
**No permits will be issued until an acceptable site plan has been submitted and approved.**

**EXAMPLE DRAWING SHOWING LOCATION OF NEW  
ACCESSORY BUILDING**



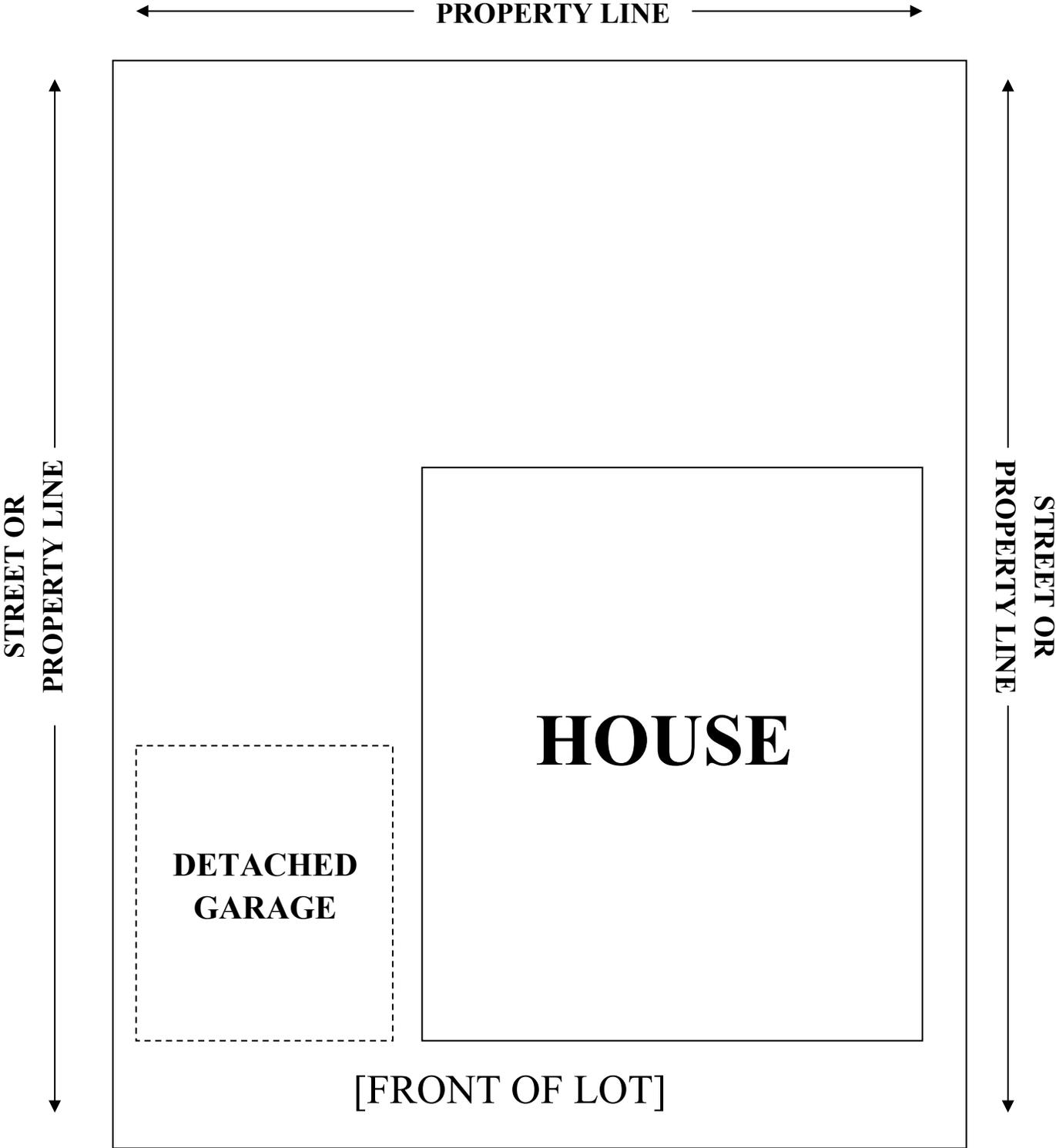
**YOU MUST SHOW THE DISTANCE BETWEEN  
ACCESSORY BUILDING AND PROPERTY LINE OR  
CENTER OF STREET**

**EXAMPLE DRAWING SHOWING LOCATION OF NEW**



**YOU MUST SHOW THE DISTANCE BETWEEN ADD ON AND PROPERTY LINE OR CENTER OF STREET**

**EXAMPLE DRAWING SHOWING LOCATION OF NEW  
DETACHED GARAGE**



**YOU MUST SHOW THE DISTANCE BETWEEN GARAGE  
BUILDING AND PROPERTY LINE OR CENTER OF STREET**