

City of Sulphur
Building & Safety Division
600 West Broadway
Sulphur, Oklahoma 73086
(580) 622-5096

Commercial/Industrial/Multi-Family Dwellings Submittal Requirements

Submit two complete sets of signed, dimensioned and scaled drawings, measuring 24"x36", including:

- Site Plan-showing streets, adjacent tenants, entrances and disabled access parking.*
 1. Show dimensions of the new facility in relationship with adjoining buildings and/or Lot lines (to include set-back lines from the street).
 2. Driveways, parking areas and vehicle accessibility.
 3. Utilities to include electric, gas, water, sewer, etc.
 4. Identify location of fire hydrants and size of water line feeding them.
 5. Identification of flood plains.
- Floor Plan-show all door and window sizes and locations, label the use of the building.*
- Structural Plans-(including foundation, framing, roof plans and details)*
- Electrical Plans-panel schedule, single line diagram.*
- Mechanical and Plumbing Plans*
- Two sets of stamped and signed structural calculations*
- Two sets of soil reports.*
- Hazardous materials questionnaire
- Grading Plan for all new projects and for existing buildings where improvements being proposed will generate 50 cubic yards or more of combined cut and fill.*

*Plans shall be prepared, stamped and signed by an Oklahoma Licensed Engineer or Architect as appropriate.

NO CONSTRUCTION SHALL BEGIN UNTIL AN APPROVED SET OF PLANS ARE ON THE BUILDING SITE.

CITY OF SULPHUR
POLICY NO. 0411-01

BUILDING PERMIT PROCESS AND FEES

I. Authority

In accordance with City of Sulphur Municipal Ordinance Chapter 5: Buildings and Building Regulations, this policy is created to describe the process by which building permits may be obtained for residential or commercial construction, alteration, and repair, and to publish the associated fees.

Policy 0411-01 becomes effective January 1, 2005.

II. Permit Process

1. **The applicant must submit a Building Permit Application form, application fee and required documents. The completed form shall include the names and license numbers of the general, electrical, plumbing and mechanical contractors, as applicable. Work completed by someone other than the licensee listed on the form, his journeyman or apprentice, shall result in the permit being revoked.**
2. **Residential applicants must attach a sketch of the structure to be built relative to the position of public rights of way on the lot. Commercial applicants must attach a survey of the property with the footprint of the structure superimposed. Changes from the sketch or survey during construction must be reviewed by the Building Inspector. Failure to seek approval of changes shall result in the permit being revoked.**
3. **All new construction applicants must attach proof of dumpster and portable toilet rental. Absence on the site of appropriate waste disposal facilities shall result in revocation of the permit.**
4. **The Building Inspector will review the Application, identify what inspections are necessary and make a determination within five (5) business days.**
5. **Upon approval, the applicant shall pay the necessary fees and shall receive a Building Permit. Fees paid shall include all required inspections as identified on the application. The Building Permit shall be posted in a conspicuous location for the duration of the project.**
6. **The Applicant shall be responsible for scheduling all inspections by calling City Hall at least twenty-four (24) hours prior to the requested inspection time.**
7. **As stated in City of Sulphur Municipal Ordinance Chapter 5-39, fees shall be doubled if work requiring a permit is begun prior to the issuance of the permit.**
8. **A square footage fee shall not be assessed for non-residential accessory structures or outbuildings measuring less than 400 square feet that will not have electricity.**

9. Effective August 20, 2018, building permit fees are required for all construction including fences and roofs.
10. Effective December 10, 2018, a roofing contractor license is required for all roof work done by a contractor as well as a building permit. The building permit fees are \$25.00 for Residential and \$50.00 for Commercial properties plus the State fees of \$4.50. A roofing contractor license is not required if the property owner is performing the work themselves. However, a building permit is still required.
11. Fees shall be doubled if the permit is revoked for reasons stated above. The permit shall not be re-issued until fees are paid in full and the violation is resolved according to the Building Inspector's determination.
12. Once issued, a **building permit has an expiration date of six months (180 days) from the date of issue**. The expiration date of a permit may be extended at the discretion of the building inspector.
13. All mechanical, electrical, plumbing and roofing contractors must be licensed with the State of Oklahoma and the City of Sulphur. Contractor fees with the City of Sulphur are \$100 for the initial license and a \$50 annual renewal. Contractor must provide proof of their State of Oklahoma license and liability insurance.

III. Fee Schedule

Application Fee:	\$25.00 Residential \$50.00 Commercial
Square Footage Fee:	\$0.10 per square foot
Commercial Curb Cut and Driveway Inspection:	\$25.00
Occupancy Inspection:	\$15.00
Street Cut:	\$250.00
Water Tap:	\$500.00
Sewer Tap:	\$100.00
Oklahoma Construction Board Fee (Effective April 1, 2010)	\$4.50

CITY OF SULPHUR BUILDING PERMIT APPLICATION

Property Owner: _____

Property Address: _____ Phone: _____

Type of Construction: _____ New _____ Remodel _____ Addition _____ Roof

Value of Construction: \$ _____ Lot Size: _____

Square Footage of Construction: _____ Sprinkler System _____ Yes _____ No

Please describe what the property will be used for. (Ex: residential, retail, storage, etc.)

If a business, describe what product, service, etc. will you provide:

Please describe the exterior structure. (Ex: rock, brick, wood siding, vinyl siding, metal, etc.)

Please provide name, license number, and contact phone for the following:

General Contractor: _____

a) Proof of General Liability insurance in a minimum amount of \$50,000.

b) Proof of Workers Compensation Insurance or proof of State Exemption

Electrical Contractor: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

Roofing Contractor: _____

Person Responsible for Permit Fee: _____

Application Date: _____ Desired Construction Date: _____

Please allow five business days for review and approval of building permit. A building permit shall not be issued until all permit fees have been paid. A certificate of occupancy shall not be granted until all inspections have been completed and utility services have been activated. Please call City Hall to request inspections 24 hours in advance. Inspections are performed during normal business hours only.

If your building will require a State or City Fire Marshal inspection please contact the Sulphur Fire Department at 580-622-3400. Please note all buildings requiring a sprinkler system are inspected by the State Fire Marshall.

Policy #0411-01

Date of Adoption Nov. 8, 2004

OFFICE USE ONLY

List of Charges

Application Fee: _____
Square Footage Fee: _____
Water Meter and Tap: _____
Sewer Line Tap: _____
Street Cut: _____
CO Inspection: _____
Commercial Curb Cut/
Driveway Inspection: _____
Oklahoma Construction Board Fee \$4.50
(Effective April 1, 2010)
Total Permit Fee Due: _____

Required Inspections

Footing: _____
Rough Frame: _____
Electrical: _____
Plumbing: _____
Mechanical: _____
Fire Marshal: _____
Finish: _____

Date of Application: _____ Application Taken By: _____

Application Approved By: _____ Date: _____

Permit Revised 10/23/18

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