

Building Permit Information This form is valid until 1/31/2016. Full details can be found on the City of Coweta web site at www.cityofcoweta-ok.gov

This application form must be submitted with all un-shaded areas filled out, signed & dated. You must designate the Primary Contact Person for each permit.

City of Coweta Design Criteria: Frost Depth: 16"; Ground Snow Load =10lb/sq ft; Wind design speed =90mph with no effects; Seismic Design = Category B; Weathering = Moderate; Winter Design Temp = 13 deg F; Mean Annual Temp = 60 deg F

Codes Adopted: 2015 IRC, 2015 IBC, 2015 IFC, 2015 IPC, 2015 IFGC, 2015 IMC, 2015 IEBC, 2014 NEC

Omissions: Plans with missing or inadequate details will not necessarily be rejected as full compliance with the relevant codes is both required and assumed whether all specific details are shown or not shown.

Survey: Submit a survey that includes a land title search at the County Clerk's Office for all easements, rights of way, utilities and setbacks filed on the property. In certain circumstances a survey waiver may be considered.

Site Plan: The site plan should be drawn to scale with dimensions and should include the following:
Property/Lot lines; Bordering Street Names; Location of existing & proposed construction; Setbacks; Rights of Way; Utility Easements and location of utilities.

Construction Plans: Submit up to 5 sets min. size of 11"x17" with electronic copies in .PDF or .DWG format. Plans should be stamped & signed by an Oklahoma licensed, registered design professional (if commercial, or if residential if more than 2 stories), showing:
Floor plans; Elevations; Foundation details; Framing Plan; Fire Protection and Mechanical, Electrical and Plumbing services.

Issue of a Building Permit:

When all required details have been submitted and reviewed with the relevant fees paid, one set of plans will be stamped as reviewed and will be returned to the applicant with the Building Permit. This building permit grants permission for the applicant to commence work in accordance with the stamped construction plans. Please allow a minimum of two working days for residential and five working days for commercial permit reviews.

Your project will be also reviewed for compliance with local zoning codes. All zoning requirements must be met before a permit will be issued, and all zoning requirements must be completed before a Certificate of Occupancy can be issued.

It is the responsibility of the owner/contractor to call for all necessary inspections. A Certificate of Occupancy must be obtained prior to use of the structure. Residential Buildings require proof of contractor's general liability insurance and workers compensation insurance.

Office Use Only: Plan Review Notes	Reviewed by:	<input type="text"/>	Date:	<input type="text"/>					
General: Floor Plans	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Elevations	<input type="checkbox"/>	Framing Plan	<input type="checkbox"/>	MEP details	<input type="checkbox"/>
Footings: Min 16" frost depth	<input type="checkbox"/>	Rebar size & configuration	<input type="text"/>			Pier details if used	<input type="checkbox"/>		
Slab: Rebar size & spacing	<input type="text"/>		PT Slab	<input type="checkbox"/>	Basement/ crawl space details	<input type="checkbox"/>			
Floors: Max spans, spacing & live loads reviewed	<input type="checkbox"/>	Floor joist details provided	<input type="checkbox"/>						
Walls: Stud size & spacing	<input type="checkbox"/>	Header details	<input type="checkbox"/>	Bracing Details	<input type="checkbox"/>	Lateral Support	<input type="checkbox"/>		
Roof: Max spans, spacing & live loads reviewed	<input type="checkbox"/>	Truss Roof	<input type="checkbox"/>	Cut Roof	<input type="checkbox"/>				

Supplementary Permit Information

Backflow Preventer:

City of Coweta Ordinance No 583 Section 17-214(a) (July 15th 2002)

All private service lines connected to the City of Coweta public sewer system shall include a pop-off device, or other City approved backflow prevention device, connected to the sanitary sewer clean out, to protect against backflow. Said device shall be of sufficient size, and quality to prevent backflow to individual residences or businesses. All installed pop-off devices shall be registered with the City of Coweta and properly maintained and secured by said property owner.

Park and Recreation Fee:

City of Coweta Resolution No 2002-27 (18th November, 2002)

Before a building permit is issued to construct any residential dwelling or commercial facility, the Park and Recreation Fee shall be assessed and paid as follows:

Single Family Dwelling: \$50.00 + \$25.00 per bedroom
Commercial Construction: \$0.01 per square foot of new building construction.

A full list of Park and Recreation fees for other construction types is shown in the fee schedule on the City website.

Utility Charges during residential construction:

The City of Coweta will immediately begin billing the builder for water and sewer services only as soon as the water meter is set.

The developer will then be billed for all services when the **final all trades** inspection has been approved, unless the account is discontinued by the developer or a new homeowner establishes utility service at this address.

Oklahoma Construction Industries Board:

The Roofing Contractor Registration Act (RCRA) 11-01- 2010

Roofing Contractors are required to be registered by State in order to do business in Oklahoma.

Insurance Verification:

Enrolled Senate Bill No 306, s 43-109.2 of Title 11.

A certificate of insurance that the contractor has general liability insurance is required to be provided before a building permit can be issued. Further details and Insurance Verification Form can be found on the City of Coweta website.

Oklahoma Uniform Building Code Commission Act:

State Statute 59 O.S. SS 1000.23 & 1000.25

The OUBCC will collect a fee of \$4.00 + \$0.50 admin fee for every permit issued by the City of Coweta. This fee will be paid together with all other fees associated with each the permit issued.

Oklahoma Tax Commission:

Senate Bill 1900; November 1, 2010 for Projects values over \$50,000

Sales Tax

Contractors owe state & local sales tax on purchases in Oklahoma of materials & equipment, unless exempt.

Sales Tax is payable at the POINT OF DELIVERY.

This means if you order your materials to be delivered to the jobsite in Coweta, you should be paying City of Coweta tax on those materials. The Coweta tax rate is currently 8.65%.

Use Tax

Contactors purchasing items for use, consumption or storage from retailers outside of Oklahoma are subject to Oklahoma Use Tax.

Withholding Tax

Businesses that employ one or more individuals in Oklahoma are under a duty to deduct and withhold income tax from the wages paid to each employee.

Income Tax

Income Tax is imposed on every resident or non resident individual and every corporation doing business in Oklahoma or deriving income from sources within the State.

Non Resident Contractors:

Any contractor whose principal place of business is outside Oklahoma must provide:

- 1 A Completed Business Registration Packet N
- 2 A Notice of Contract Award to:
 - Oklahoma Construction Industries Board (405) 521-6550
 - Oklahoma Tax Commission registration section (405) 522-0377
 - Oklahoma Employment Security Commission (405) 557-7200
 - Oklahoma Dept of Labor, Worker Compensation Division (405) 528-1500
 - The Wagoner County Assessor's Office (918) 485-4911
- 3 A Notice of Contract Form BT175
- 4 A surety bond for contracts over \$100,000, with Non Resident Surety Bond Form BT163
- 5 Notice of Completion Form BT176

These forms are available online at www.tax.ok.gov , or call (405) 521-3160