

# City of El Reno

## Residential Building Permit Application



### *Project Information*

Project Address: \_\_\_\_\_

**OR** (if un-platted): Attach legal description of property to application.

Zoning Classification: \_\_\_\_\_ Existing Use(s): \_\_\_\_\_

### *Owner Information:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### *Check as many of the following as applicable:*

- |   |   |
|---|---|
| <input type="checkbox"/> New Primary Structure (House, Duplex)                | <input type="checkbox"/> Addition to Existing Structure                 |
| <input type="checkbox"/> New Accessory Structure (Barn, Shop, Car port)       | <input type="checkbox"/> Remodel <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Fire Restoration <input type="checkbox"/> Demolition | <input type="checkbox"/> Move Structure Onto Lot                        |

Square Ft of Improvements: \_\_\_\_\_ Estimated Value of Project: \_\_\_\_\_

### *Required Documentation*

**New Structure:** Site plan showing structure on lot, with distances to lot lines, other structures.  
Full set of building plans, including roofing and footing plans.

**Addition:** Site plan showing addition on lot, with distances to lot lines, other structures.  
Building plans to include floor plan, roofing and footing details.

**Accessory Structure:** Site plan showing structure on lot, with distances to lot lines, other structures.  
Engineered building plans, including engineered footing design.

**Fire Restoration:** Floor plan and scope of work, as amended.  
If footing or roofing are repaired/replaced, describe or show plans.

**Swimming Pool:** Site plan showing pool on lot, with distances to lot lines, other structures.  
Pool construction plan.

**Moving Structure To Lot:** Site plan showing structure on lot, with distances to lot lines, other structures.  
If manufactured/modular home: data plate showing construction specifications  
If traditionally built home: complete as-built building plans.

**Car Port:** Site plan showing structure on lot, with distances to lot line, other structures.

### *Contractor Information:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### *Certification:*

I HEREBY AFFIRM THAT I HAVE BEEN AUTHORIZED BY THE PROPERTY OWNER(S) TO APPLY FOR AND UNDERTAKE ALL WORK DESCRIBED, AND THAT THE ENTIRE PROJECT CONFORMS TO THE CODE OF THE CITY OF EL RENO, OKLAHOMA STATE STATUTES, AND ALL FEDERAL REGULATIONS. I ACKNOWLEDGE THAT ONLY CONTRACTORS HOLDING STATE AND LOCAL LICENSING MAY PERFORM ELECTRICAL, MECHANICAL AND PLUMBING WORK. I UNDERSTAND THAT ONLY THE WORK DESCRIBED IN THE PLANS IS ELIGIBLE FOR PERMITTING, AND I ATTEST THAT ALL MINIMUM REQUIRED INSURANCE WILL BE MAINTAINED DURING CONSTRUCTION.

I ATTEST TO THE TRUTH AND CORRECTNESS OF ALL FACTS AND INFORMATION PRESENTED IN THIS APPLICATION AND AGREE TO PAY ALL FEES AS REQUIRED.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COMPLETE APPLICATION RECEIVED: DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_

PREFERRED CONTACT:  CONTRACTOR  OWNER  OTHER: \_\_\_\_\_

DATE CONTACT PERSON NOTIFIED ABOUT PERMIT STATUS: \_\_\_\_\_ 2ND NOTICE: \_\_\_\_\_

### *Fee Structure Information*

At Time of Application: Plan Review Fee \$0.05/SF under roof: \$ \_\_\_\_\_

Plan Review Minimum \$10.00 \$ \_\_\_\_\_

At Approval of Permit:

Building Permit Fee \$0.09/SF \$ \_\_\_\_\_

Building Fee Minimum \$25.00 \$ \_\_\_\_\_

Certificate of Occupancy \$10.00 \$ 10.00

Driveways: \_\_\_\_\_ @ \$35.00 each \$ \_\_\_\_\_

Sidewalks: \_\_\_\_\_ @ \$25.00 each \$ \_\_\_\_\_