

TO: BUILDING PERMIT APPLICANTS

FROM: McALESTER CODE DEPARTMENT Effective – February 10, 2010

.....

The following information is provided to assist you in obtaining your Building Permit. This information sheet is not intended to cover the Code Requirements, but is only a guideline to obtaining your permit.

Design review and inspection of building elements shall be in accordance with the following standard Building Codes:

|            |   |   |
|------------|---|---|
| Building   | = | International Building Code – 2003 Edition<br>International Residential Code – 2003 Edition |
| Plumbing   | = | International Plumbing Code – 2003 Edition  |
| Electrical | = | National Electrical Code 2002 Edition and amendments  |
| Mechanical | = | International Mechanical Code – 2003 Edition<br>International Fuel Gas Code – 2003 Edition  |

**A building permit is required whenever any building is constructed, altered, repaired, or remodeled within the City of McAlester, and shall be obtained before any work is started.**

**The following must be attached to the application for review.**

**NEW CONSTRUCTION AND ADDITIONS TO EXISTING STRUCTURES**

1. An architectural set of construction plans which must include a floor plan, electrical plan, plumbing locations, mechanical plan, along with footing, stem wall and slab.
2. A plot plan, to scale with all dimensions figured. The plot plan must show the exact size of lot and the location of the proposed and existing buildings on the lot. It must also include the exact locations and size of all driveways and parking spaces. The plot plan may be placed on the survey required in #3.
3. A survey with existing topography, corners and all existing easements. The survey must be tied to a mean sea level Benchmark as identified on FIRM Map 400170, Revised 10/19/05, for zone AE and Zone X encroachments. Bench marks known to Registered Land Surveyors may be applied to Zone AE and Zone X as it is identified by FIRM 400170, Revised 10/19/05. ASSUMED BENCH MARKS WILL NOT BE ALLOWED.

The lowest finished floor elevation must be provided for all proposed structures.

The survey must be stamped and signed by a Registered Land Surveyor.

4. A residential drainage plan with mean sea level elevations showing all finished Grading improvements and showing how all sheet-flow run-off will be controlled. A finished grading and Drainage Plan with mean sea level elevations for Commercial construction sealed and stamped by a registered Professional Architect/Engineer shall be required.

## FEE SCHEDULE

The required permits and inspection fees must be paid PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. The following fee schedule is provided for your information. The fees presented here are for new construction. Remodeling and/or repair cost will be figured by the Department based on the area being remodeled or repaired, and the activities involved and the number of inspections required.

| PERMIT                           | RESIDENTIAL                          | COMMERCIAL                           |
|----------------------------------|--------------------------------------|--------------------------------------|
| BUILDING                         | \$.17 / sq. ft.<br>(minimum \$30.00) | \$.17 / sq. ft.<br>(minimum \$40.00) |
| ELECTRICAL                       | \$.06 / sq. ft.                      | \$.04 / sq. ft.                      |
| PLUMBING                         | \$.06 / sq. ft.                      | \$.05 / sq. ft.                      |
| MECHANICAL                       | \$.04 / sq. ft.                      | \$.04 / sq. ft.                      |
| FIRE INSPECTION<br>& PLAN REVIEW |                                      | \$.02 / sq. ft.                      |
| SEWER TAPS                       | \$300.00                             | \$400.00                             |
| CONNECTION TO<br>EXISTING TAP    | \$100.00                             | \$100.00                             |

We hope this information will assist you in your proposed project. If you have any questions, please stop by or call.

Sincerely,



Pete Stasiak, Director 918-423-9300 ext. 4982



Jim Roberts, Electrical & Mechanical Inspector 918-423-9300 ext. 4984



Charley Gilbertson, Plumbing Inspector 918-423-9300 ext. 4987



Dennis Lalli, Building Inspector 918-423-9300 ext 4985



Cliff Pitner, Engineering Inspector 918-423-9300 ext. 4951



Harold Stewart, Fire Chief 918-423-9300 ext. 4935

**APPLICATION FOR  
PLAN EXAMINATION AND  
BUILDING PERMIT**

**IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.**

|                                |   |                       |
|--------------------------------|---|-----------------------|
| <b>I. LOCATION OF BUILDING</b> | AT (LOCATION) _____ (NO.) _____ (STREET) _____                    | ZONING DISTRICT _____ |
|                                | BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____ |                       |
|                                | SUBDIVISION _____ LOT _____ BLOCK _____ LOT SIZE _____            |                       |

**II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D**

|   |   |   |   |
|---|---|---|---|
| <p><b>A. TYPE OF IMPROVEMENT</b></p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p> | <p><b>D. PROPOSED USE - For "Wrecking" most recent use</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Residential</b></p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -&gt; _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -&gt; _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Nonresidential</b></p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table> | <p><b>Residential</b></p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -&gt; _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -&gt; _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> | <p><b>Nonresidential</b></p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> |
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| <p><b>B. OWNERSHIP</b></p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>  |   |   |   |

|  |                     |   |
|--|---------------------|---|
| <p><b>C. COST</b></p> <p>10. Cost of improvement..... \$ _____</p> <p style="text-align: center;"><i>To be installed but not included in the above cost</i></p> <p>a. Electrical..... \$ _____</p> <p>b. Plumbing..... \$ _____</p> <p>c. Heating, air conditioning..... \$ _____</p> <p>d. Other (elevator, etc.)..... \$ _____</p> <p>11. TOTAL COST OF IMPROVEMENT \$ _____</p> | <p>(Omit cents)</p> | <p><b>Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---------------------|---|

**III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.**

|  |  |  |  |
|--|--|--|--|
| <p><b>E. PRINCIPAL TYPE OF FRAME</b></p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p> | <p><b>G. TYPE OF SEWAGE DISPOSAL</b></p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>   | <p><b>J. DIMENSIONS</b></p> <p>48. Number of stories.....</p> <p>49. Total square feet of floor area, all floors, based on exterior dimensions.....</p> <p>50. Total land area, sq. ft.....</p>              |  |
| <p><b>F. PRINCIPAL TYPE OF HEATING FUEL</b></p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>  | <p><b>H. TYPE OF WATER SUPPLY</b></p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>  | <p><b>K. NUMBER OF OFF-STREET PARKING SPACES</b></p> <p>51. Enclosed.....</p> <p>52. Outdoors.....</p>   |  |
|  | <p><b>I. TYPE OF MECHANICAL</b></p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes      45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes      47 <input type="checkbox"/> No</p> | <p><b>L. RESIDENTIAL BUILDINGS ONLY</b></p> <p>53. Number of bedrooms.....</p> <p>54. Number of bathrooms</p> <p style="margin-left: 20px;">} Full.....</p> <p style="margin-left: 20px;">} Partial.....</p> |  |

NO. STREET

**IV. IDENTIFICATION - To be completed by all applicants**

|                             | Name | Mailing address - Number, street, city, and State | ZIP code              | Tel. No. |
|-----------------------------|------|---|-----------------------|----------|
| 1.<br>Owner or Lessee       |      |   |                       |          |
| 2.<br>Contractor            |      |   | Builder's License No. |          |
| 3.<br>Architect or Engineer |      |   |                       |          |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

|                        |         |                  |
|------------------------|---------|------------------|
| Signature of applicant | Address | Application date |
|------------------------|---------|------------------|

**DO NOT WRITE BELOW THIS LINE**

**V. PLAN REVIEW RECORD - For office use**

| Plans Review Required | Check | Plan Review Fee | Date Plans Started | By | Date Plans Approved | By | Notes |
|-----------------------|-------|-----------------|--------------------|----|---------------------|----|-------|
| BUILDING              |       | \$              |                    |    |                     |    |       |
| PLUMBING              |       | \$              |                    |    |                     |    |       |
| MECHANICAL            |       | \$              |                    |    |                     |    |       |
| ELECTRICAL            |       | \$              |                    |    |                     |    |       |
| OTHER _____           |       | \$              |                    |    |                     |    |       |

**VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS**

| Permit or Approval   | Check | Date Obtained | Number | By | Permit or Approval  | Check | Date Obtained | Number | By |
|----------------------|-------|---------------|--------|----|---------------------|-------|---------------|--------|----|
| BOILER               |       |               |        |    | PLUMBING            |       |               |        |    |
| CURB OR SIDEWALK CUT |       |               |        |    | ROOFING             |       |               |        |    |
| ELEVATOR             |       |               |        |    | SEWER               |       |               |        |    |
| ELECTRICAL           |       |               |        |    | SIGN OR BILLBOARD   |       |               |        |    |
| FURNACE              |       |               |        |    | STREET GRADES       |       |               |        |    |
| GRADING              |       |               |        |    | USE OF PUBLIC AREAS |       |               |        |    |
| OIL BURNER           |       |               |        |    | WRECKING            |       |               |        |    |
| OTHER _____          |       |               |        |    | OTHER _____         |       |               |        |    |

**VII. VALIDATION**

|  |   |
|--|---|
| Building Permit number _____<br>Building Permit issued _____<br>Building Permit Fee \$ _____<br><br>Certificate of Occupancy \$ _____<br><br>Drain Tile \$ _____<br><br>Plan Review Fee \$ _____ | <p style="text-align: center;"><u>FOR DEPARTMENT USE ONLY</u></p> Use Group _____<br>Fire Grading _____<br>Live Loading _____<br>Occupancy Load _____ |
| Approved by: _____<br><br>_____<br><p style="text-align: center;">TITLE</p>  |   |