ITEMS NEEDED TO SECURE A BUILDING PERMIT FOR COMMERCIAL/INDUSTRIAL CONSTRUCTION
Including Apartment Houses, Dormitories, Hotels and other residential construction not regulated by the IRC.

1.) Site Plan Required □ YES □ NO _____________________________ Community Dev. & Planning
2.) Zoning District ______ Permitted Use □ YES □ NO _____________________________ Community Dev. & Planning
3.) Additional Parking Required □ YES □ NO _____________________________
   ____Proposed plan for addition parking if required
4.) ____Sidewalks will be required. Ordinance passed & effective 03/2016.
5.) Verified Sufficient Fire Flow □ YES □ NO _____________________________ Fire Department
6.) _____Completed Application for Construction
7.) _____Surety Bond Submitted: (bond form, power of attorney, register with secretary of state, copy of your general liability and workman comp insurance)
8.) _____Plot Plan which is a drawing of the lot showing the dimensions of the lot and the location of any existing structures. This should show distances to all property lines and distance between structures. This will also show where the proposed structure will be built. (example attached)
   ** Note: Property Pins need to be located & staked for new constructions.
9.) _____2 paper plans are required containing the following:
   Building Plans must be stamped by licensed architect or engineer
   Floor Plans (layout and size of construction must be indicated)
   Electrical Plans
   Plumbing Plans
   Mechanical Plans must be stamped by state mechanical engineer with occupant load over 50
10.) ______Contractors: (if bids are being accepted-contact us immediately after job awarded)
    Name of Building, Plumbing, Electrical, and Mechanical Contractor
11.) ______Water Meter: Provide size and location.
12.) ______Location in a Flood Plain: Flood Plain encroachment permit may be required.
13.) ______Storm Water Fees may apply.

Sprinkler and Fire Alarm Plans need to be submitted to Ken Helms (410 W Owen K Garriott, Enid) these require a 3rd party review and needs to be submitted as soon as possible so your project does not encounter delays.

The Code Department is committed to a 10 business day review and approval if all information is submitted correctly. Incomplete submittals may result in a longer review time.

Applicant: __________________________________________ Date: ______________________________

Received By: ______________________________________ Date: ______________________________

CITY OF ENID   CODE ADMINISTRATION
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