



**TOWN OF OKEENE**  
**APPLICATION**  
**BUILDING AND/OR DEMOLITION PERMIT**

1. Permit must be approved prior to beginning of work
2. Copy of deed must be attached
3. Plan and specs must be attached

Date of application: \_\_\_\_\_

Cost of Improvement: \_\_\_\_\_

Address of Improvements: \_\_\_\_\_

**TYPE OF IMPROVEMENT:**

☐ New      ☐ Addition      ☐ Demolition      ☐ Foundation only      ☐ Moving

Other: \_\_\_\_\_

**UTILITY:** ☐ Electricity      ☐ Water      ☐ Sewer      ☐ No utility involved in this improvement

Describe utility involvement: \_\_\_\_\_

**PROPOSED USE:**      ☐ One Family Residence      ☐ Multi Family Residence (number of units \_\_\_\_)

☐ Garage      ☐ Carport      ☐ Storage (Residential)      ☐ Fence

Other: \_\_\_\_\_

**IDENTIFICATION:**

	Name	Mailing Address	Phone
Owner			
Contractor			

I, the applicant understand I have access to town code information and I further understand that it is my responsibility to check to see if additional codes may pertain to my use. I also understand that all building, plumbing, electrical, mechanical and fire codes of the Town of Okeene are applicable to this permit: that the information is correct: and that I am the owner, or duly authorized agent of the owner. I agree to comply with the town and state laws regulating construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

PERMIT EXPIRES ONE (1) YEAR FROM DATE OF APPROVAL

**To be completed by Staff**

Fire Zone: Yes No  
Flood Zone: Yes No  
Copy of Deed: Yes No  
Zoning: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

**FEE MUST BE PAID AT  
TIME OF APPLICATION**

Fee rate: \$1.25 per \$1,000  
Minimum fee: \$10 Maximum fee: \$250



**HENRY CODE COMPLIANCE**

**O:580-603-1614 C:580-853-4478**  
**E: CONTACT@HENRYCODECOMPLIANCE.COM**

**FEE SCHEDULE:**

**PLAN REVIEWS:**

\$75 PER HOUR (1 HOUR MINIMUM)

ALL REMOTE VIRTUAL INSPECTIONS ARE \$75 PER INSPECTION (THESE ARE SUBJECT TO THE BUILDING OFFICIALS' DISCRETION AND GUIDELINES MUST BE FOLLOWED EXACTLY)

**ON SITE CONSTRUCTION INSPECTIONS:**

\$75 PLUS MILEAGE- RESIDENTIAL

\$125 (PER TRADE) PLUS MILEAGE- COMMERCIAL

**TYPICAL INSPECTION SCHEDULE:**

Both construction methods require minimum 3 phases:

Phase 1- All items under slab (before concrete is poured)\$150- multiple inspections but not exceed 2 cumulative hours

Phase 2- 50% or Rough-in \$75

Phase 3- 100% or Final -\$75

RESIDENTIAL- 4 INSPECTIONS 2 BEING VIRTUAL (2 ON SITE, 2 VIRTUAL) AVG \$300

COMMERCIAL- DUE TO THE COMPLEXITY OF COMMERCIAL/ INDUSTRIAL INSPECTIONS THERE IS NOT A TYPICAL NUMBER OF INSPECTIONS. YOU SHOULD ANTICIPATE SIGNIFICANTLY HIGHER FEES GIVEN THE COMPLEXITY AND NUMBER OF INSPECTIONS REQUIRED.

\*\*THE JURISDICTION MAY CHARGE AN ADDITIONAL PERMIT FEE IN ADDITION TO INSPECTION CHARGES.

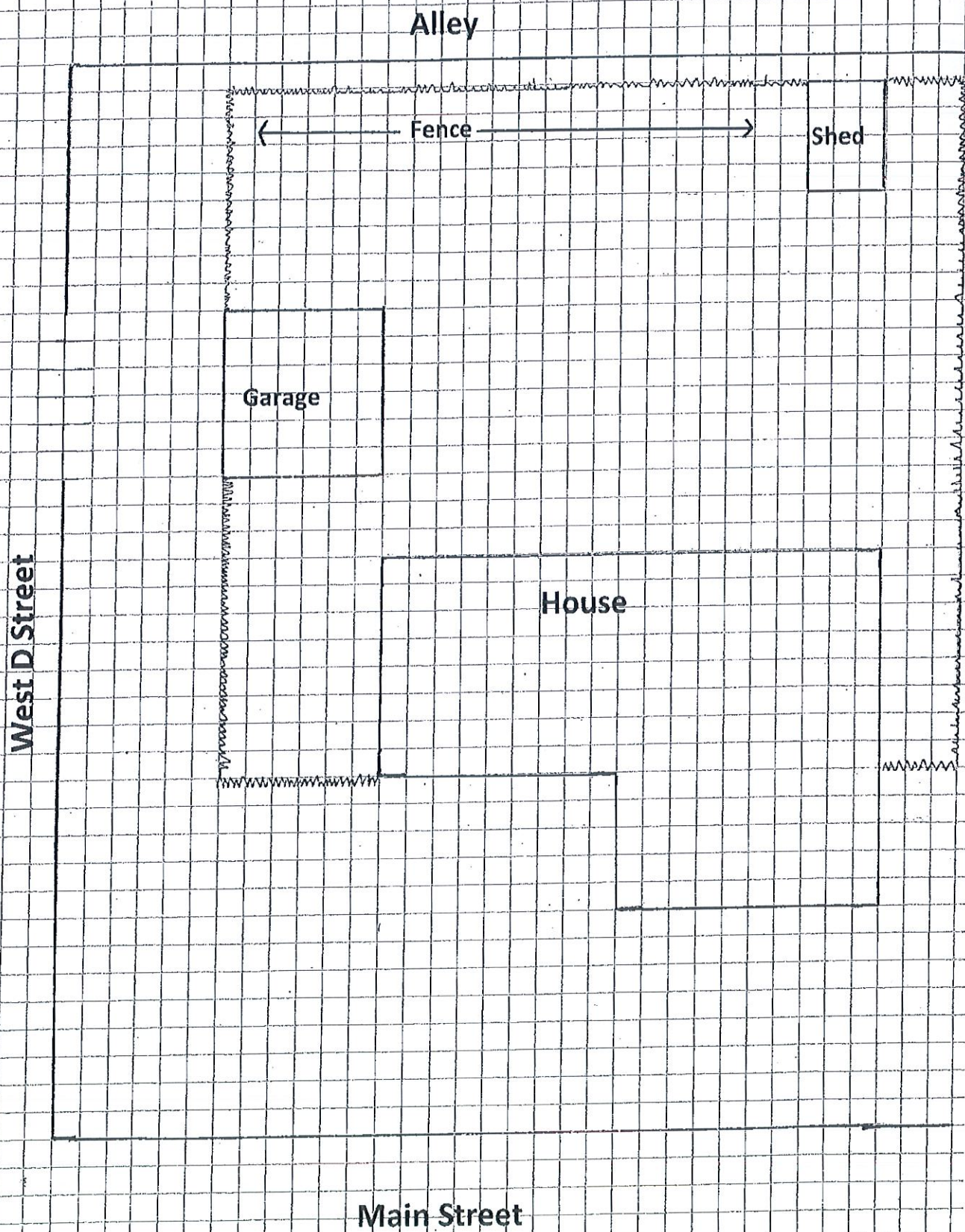
For inspection on your project, please use the link or QR code below to schedule a day and time with our Town Inspector. Inspections need to be scheduled prior to date of completion.

[https://clienthub.getjobber.com/client\\_hubs/8d88c6c0-571e-455f-bb3e-7813c4eaa0ae/public/work\\_request/new?source=social\\_media](https://clienthub.getjobber.com/client_hubs/8d88c6c0-571e-455f-bb3e-7813c4eaa0ae/public/work_request/new?source=social_media)

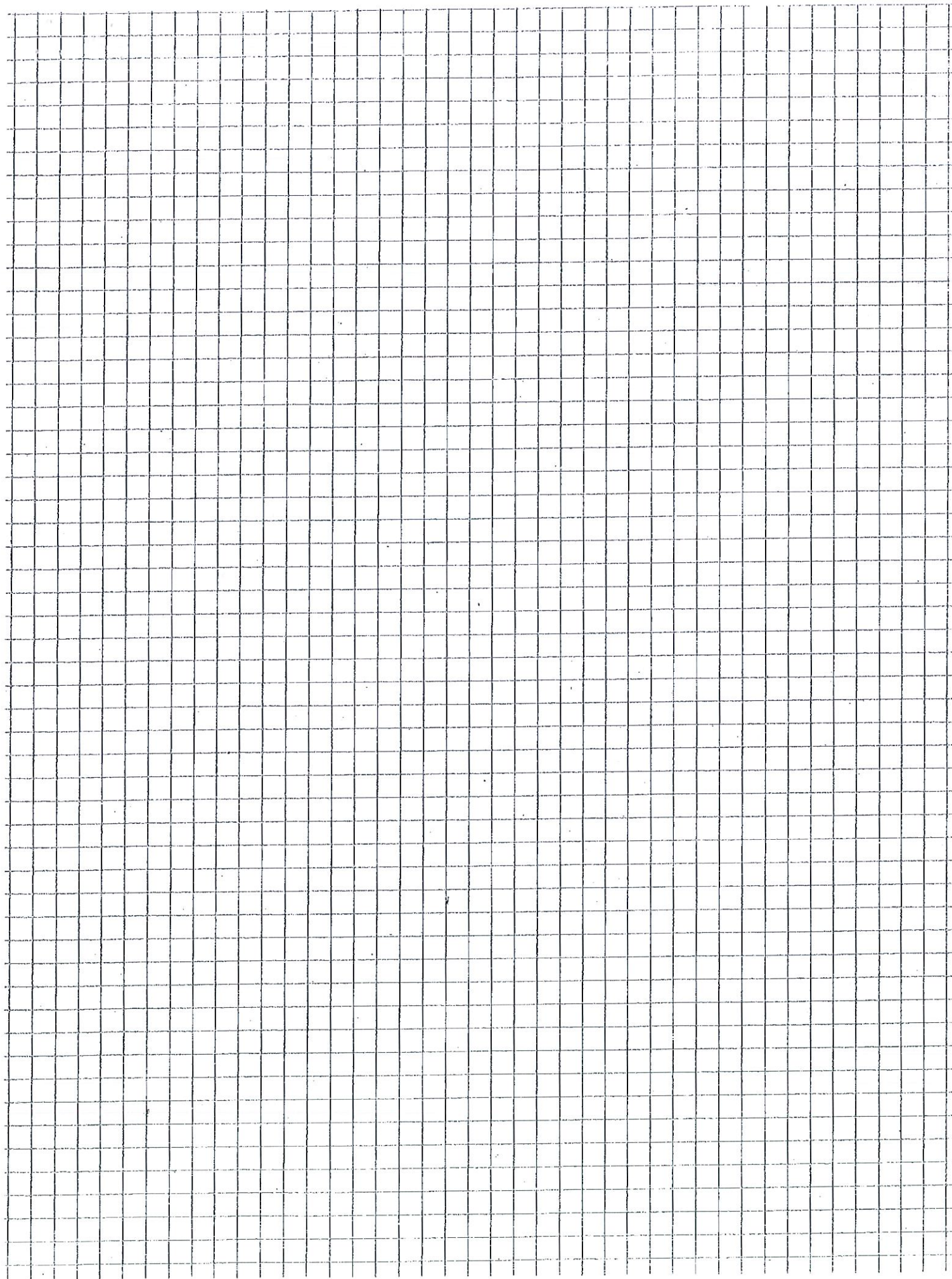




Example:









SECTION 5-106 BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY  
REQUIRED; FEE

A. Except as may be exempt by law or rule, no person shall build, construct, erect, enlarge, move, demolish, or extend a building or structure's roof line, without first obtaining a building permit from the town administrator or his designee. Except as may be exempt by law or rule, no person shall change or permit the change in the use of any land or building or structure in violation of the Zoning Ordinance or to build, construct, erect, enlarge, move, demolish, or extend a building or structure's roof line, or erect a fence, or move a building or demolish a building without first having obtained an appropriate permit from the town administrator or his designee. A building permit or other type of permit shall be obtained under the following conditions:

1. Building or other Permit. The applicant for a Building Permit or other type of Permit may be required to furnish the following information:

- a. A plot plan, drawn to scale, showing the exact size, shape, and dimensions of the lot to be built upon, the exact size and location on the lot of all existing buildings and structures, and the exact size and location on the lot of the structure or building proposed to be built, constructed, erected, enlarged, moved, demolished, or to have an extension of a building or structure's roof, together with a statement of the materials to be used, and the size arrangement, number of parking stalls, movement of vehicles and ingress and egress drives for all off-street parking and loading.

- b. A declaration of the existing and intended use of each existing and proposed buildings or structure on the lot and the number of families and housekeeping units which each existing building accommodates and each existing and proposed building is designed to accommodate.

- a. Additional information relating to the proposed improvement needed to determine compliance with these regulations, including traffic considerations, light, parking, drainage and appropriateness of structures and facilities, etc..

d. A survey prepared by a land surveyor registered in the State of Oklahoma of the boundaries of the lot on which the improvement is proposed to be located.

B. If the application is made in accordance with the requirements of the ordinances and laws, the town administrator shall issue the permit upon the payment by the applicant of a the appropriate permit fee which may be set by motion or resolution of the town board of trustees or provided for in this code. A current copy of the fee schedule shall be kept in the office of the town clerk.

C. Permits shall not be required for the following:

1. Repair of or re-roofing an existing roof, provided the building or structure's roof line is not extended.
2. Demolition of an accessory building or structure.
3. Repair or replacement of an existing fence, provided the location of the fence is not altered or extended.

D. A building permit covers the initial plumbing and electrical installations to be made in connection with the building.

E. If construction or work authorized under a permit is not begun within sixty (60) days after issuance of the permit, the permit is automatically canceled.

F. Certificate of Occupancy. No change shall be made in the use of any land or building or structure after the passage of this section until a Certificate of Occupancy is obtained from the Town Administrator or his designee, to ensure that all of the provisions of this section in compliance with the use of such land or building. Whenever the building permit is issued for the erection of a new building or structure, an occupancy permit shall be required, except where the use of the building or structure is changed from that for which the permit is issued or where the intended use is not clearly stated on the building permit.



	<b>INSPECTION</b>	<b>COMMENTS</b>	<b>DATE</b>	<b>INSPECTOR</b>
<b>ZONING</b>	VERIFY SETBACKS	MEASURED ACCORDING TO SURVEY		

*NO EXCAVATION UNTIL SIGNED OFF*

<b>PRELIM SITE</b>	PERMIT POSTED	REQUIRED AT ALL TIMES		
<b>PLANS</b>	PLANS AVAILABLE	PLANS MUST BE AVAILABLE OR INSPECTION WILL COUNT AS A FAIL		
<b>FOUNDATION</b>	FOOTING / UFER	2 VERTICAL, 4 HORIZONTAL NO.4 REBAR		
	STEMWALL/ FOUNDATION	NO SAGS/ 4 FT MAX BETWEEN VERTICAL PINS		

*DO NOT PROCEED UNTIL EACH OF THE ABOVE HAS BEEN SIGNED OFF (AS APPLICABLE)*

<b>UNDERSLAB</b>	U/S TERMITE TREAT	DOCUMENTS REQUIRED		
	U/S VAPOR RETARDER	6 MIL		
	ROUGH PLUMBING	UNDERGROUND GAS LINE		
	U/S ELECTRIC	*IF NEEDED*/ TEMP POLE		
	U/S WATER LINE	50 PSI FOR 15 MINUTES(AIR)		
	BUILDING SEWER	5 FT OF HEAD FOR 15 MIN		

*DO NOT POUR CONCRETE UNTIL EACH ABOVE HAS BEEN SIGNED OFF (IF APPLICABLE)*

<b>FRAMING</b>	STRAP & SHEAR			
	ROOF SHEATHING			
	ROUGH FRAME/FLOOR			
	ROUGH MECHANICAL	DUCT, HEATER, CONDENSER		
	TOP OUT	GAS 5 PSI FOR 15		
	SHOWER LINER	2 INCHES FOR 15 MINUTES		
	ROUGH ELECTRICAL			
	ENERGY	R-38 INSULATION /AIR BARRIERS		
<b>SHEATHING</b>	EXTERIOR WALL			

*WILL DO ALL ROUGH INSPECTIONS ON A FOUR WAY INSPECTION*

*DO NOT COVER WORK UNTIL THE ABOVE INSPECTIONS HAVE BEEN SIGNED OFF*

<b>FINAL</b>	FINAL BUILDING			
	FINAL MECHANICAL	ATTIC INSULATION AS WELL		
	FINAL PLUMBING			
	FINAL ELECTRIC			
	FINAL SITE C of O	ALL SITE WORK MUST BE DONE		

*WILL DO ALL FINAL INSPECTIONS ON A FOUR WAY INSPECTION*

To schedule inspection scan QR Code





These account for 90% of the most common inspection in Oklahoma, however when a structure deviates from the norm these items may also need to be accounted for:

#### Administrative / Site Conditions

- **Erosion control measures (silt fence, construction entrance)**  
*IRC R401.3; IFC 2018 §3310; IBC 1804.4*
- **Positive drainage away from foundation**  
*IRC R401.3*
- **Floodplain development permit (if applicable)**  
*IRC R322; FEMA NFIP; Local Floodplain Ordinance*
- **Address numbers installed and visible from street**  
*IRC R319.1; IFC §505.1*
- **Temporary power inspection**  
*NEC 590.6; NEC 110.26*
- **Driveway approach / right-of-way inspection**  
*Local subdivision ordinance; Oklahoma Title 11*

#### Zoning / Land Use

- **Front, side, and rear yard setbacks**  
*Local zoning ordinance; Oklahoma Title 11 §43-101 et seq.*
- **Lot coverage / impervious surface limits**  
*Local zoning ordinance*
- **Accessory structure setbacks**  
*Local zoning ordinance*
- **Fence height and location compliance**  
*Local zoning ordinance*
- **Corner lot visibility triangle**  
*Local zoning ordinance; AASHTO sight distance principles*
- **Utility and drainage easements**  
*Recorded plat; Local subdivision regulations*

#### Foundation / Structural

- **Pier and beam inspections**  
*IRC R403; R404*
- **Post-tension slab stressing letter**  
*IRC R403.1; R401.2*
- **Anchor bolts / hold-downs**  
*IRC R403.1.6; R602.11*
- **Garage slab elevation relative to dwelling**  
*IRC R302.5.1*
- **Masonry reinforcement**  
*IRC R404; R606*
- **Fireplace / chimney foundation**  
*IRC R1001; R1003*

## Framing / Building

- **Fireblocking and draftstopping**  
*IRC R302.11; R302.12*
- **Stair geometry (rise/run, headroom)**  
*IRC R311.7*
- **Guards and handrails**  
*IRC R312; R311.7.8*
- **Safety glazing locations**  
*IRC R308*
- **Attic access opening**  
*IRC R807*
- **Truss bracing per manufacturer**  
*IRC R802.10.3*
- **Engineered framing documentation**  
*IRC R301.1.3; R106.1*

## Mechanical

- **Fireplace venting / combustion air**  
*IRC M1701; M1703*
- **Dryer exhaust duct**  
*IRC M1502*
- **Mechanical ventilation (bath, kitchen, whole-house)**  
*IRC M1505; R303.4*
- **Condensate disposal**  
*IRC M1411.3*
- **Equipment clearances and access**  
*IRC M1305*
- **Gas shutoff locations**  
*IRC G2420.5*

## Plumbing

- **Water heater T&P discharge piping**  
*IRC P2804.6.1*
- **Thermal expansion tank (if required)**  
*IRC P2903.4*
- **Backflow prevention devices**  
*IRC P2902.5*
- **Hose bibb vacuum breakers**  
*IRC P2902.4*
- **Private sewage system approval**  
*IRC Appendix H; ODEQ regulations*
- **Fixture count verification**  
*IRC Chapter 29*



## Electrical

- **Service grounding and bonding**  
*NEC 250*
- **Panel labeling / circuit directory**  
*NEC 408.4*
- **GFCI protection**  
*NEC 210.8*
- **AFCI protection**  
*NEC 210.12*
- **Smoke alarms**  
*IRC R314; NEC 760*
- **Carbon monoxide alarms**  
*IRC R315*
- **Exterior receptacles and lighting**  
*NEC 210.52(E); IRC R303.7*

## Energy / Insulation

- **Insulation R-values**  
*IRC N1102 (IECC R402)*
- **Air sealing at penetrations**  
*IRC N1102.4*
- **Blower door testing (if adopted)**  
*IRC N1102.4.1.2*
- **Duct leakage testing (if required)**  
*IRC N1103.3*
- **Attic ventilation and baffles**  
*IRC R806*
- **Fenestration U-factor / SHGC**  
*IRC N1102.1*

## Fire & Life Safety

- **Garage separation**  
*IRC R302.5*
- **Fire-rated assemblies (duplex/townhouse)**  
*IRC R302.2; R302.3*
- **Emergency escape and rescue openings**  
*IRC R310*
- **Address visibility for emergency response**  
*IFC §505*

## Termite / Environmental

- **Final termite certificate**  
*IRC R318; Oklahoma ODAFF regulations*
- **Wood-to-soil clearance**  
*IRC R317*

- **Treated sill plate**  
*IRC R317.1*
- **Crawlspace ventilation / conditioning**  
*IRC R408*
- **Radon mitigation (if required)**  
*IRC Appendix F*

#### **Final / Certificate of Occupancy**

- **Final inspections approved**  
*IRC R109*
- **Site work completed**  
*Local ordinance; IRC R401.3*
- **Life-safety systems operational**  
*IRC Chapters 3-10*
- **Documentation submitted**  
*IRC R106*
- **Certificate of Occupancy issued**  
*IRC R110; Oklahoma Title 11*