



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**

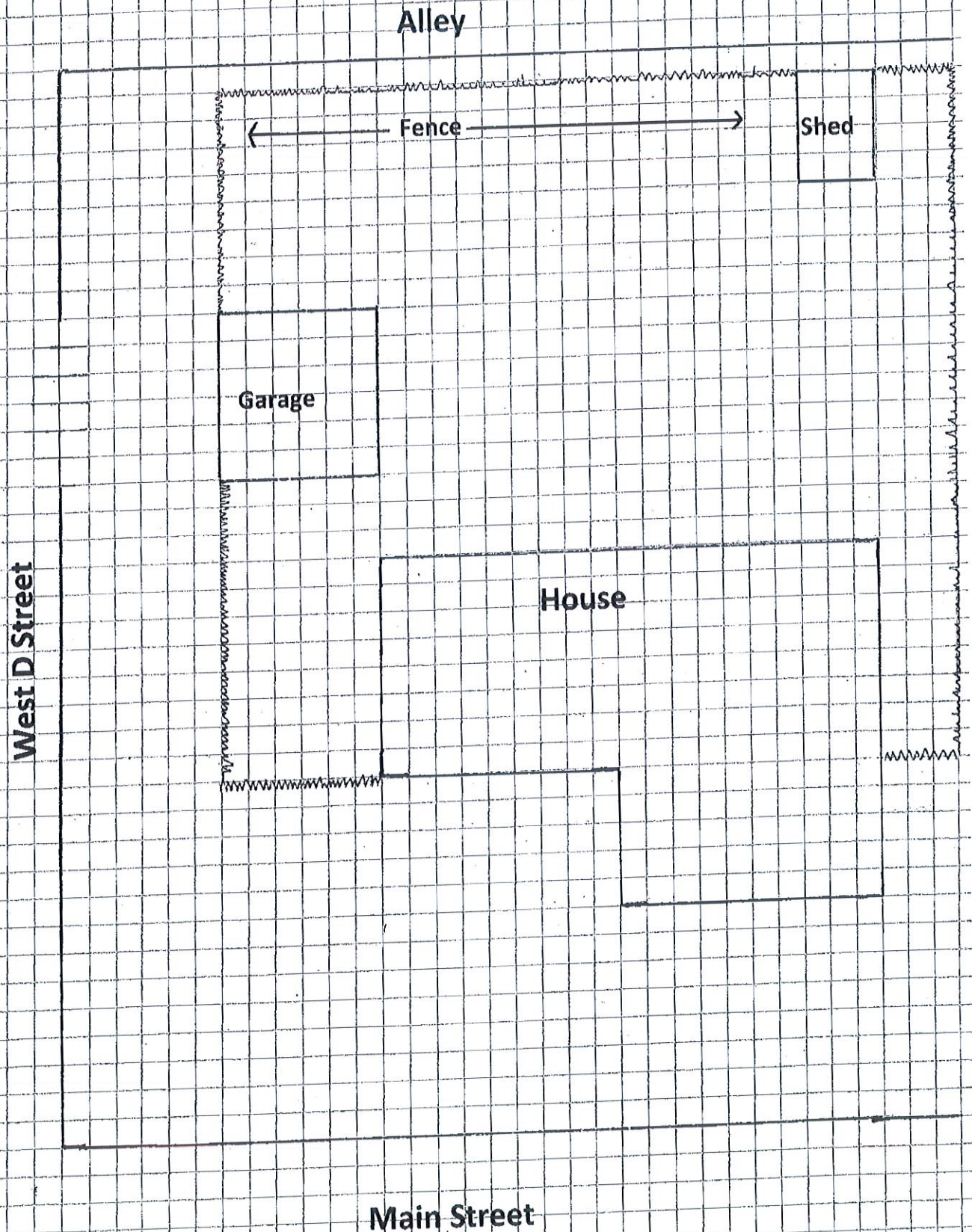
Fee rate: \$1.25 per \$1,000
Minimum fee: \$10 Maximum fee: \$250

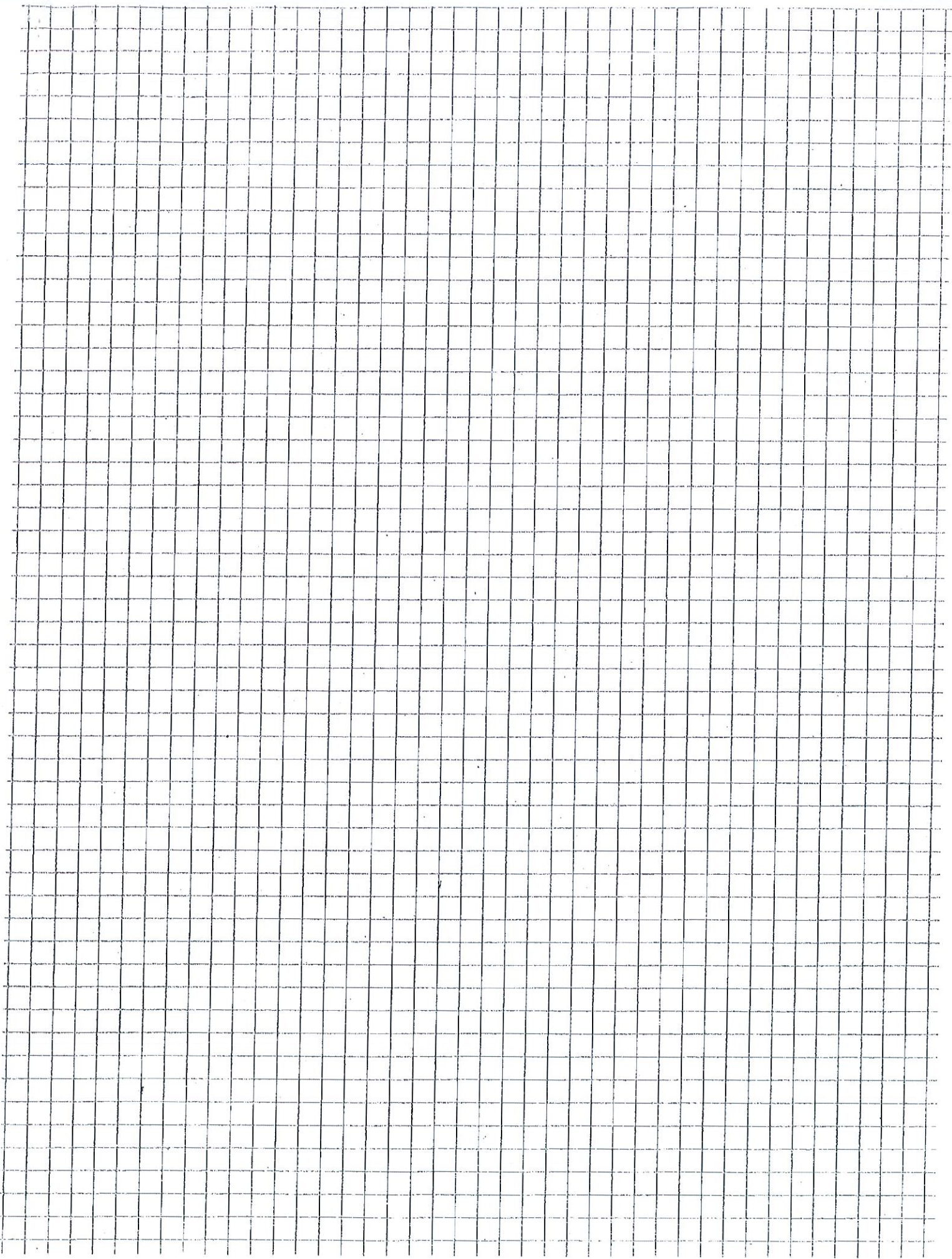
For inspection on your project, please use the link or QR code below to schedule a day and time with our Town Inspector. Inspections need to be scheduled prior to date of completion.

https://clienthub.getjobber.com/client_hubs/8d88c6c0-571e-455f-bb3e-7813c4eaa0ae/public/work_request/new?source=social_media



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.