



BUILDING GUIDE

A Guide to Processes and Procedures Used for Building
Residential or Commercial Structures in the City of Edmond

Revised Aug, 2013

Table of Contents

Introduction	page 3
Plans for Review.....	page 3
Commercial	page 3-4
Residential	page 4
Plan Submittal	page 4
Plan Review Time Frame	page 5
Utilities	page 5
Permits	page 5-6
Fees	page 6
Inspections	page 6-7
Requesting Inspections and Checking Results.....	page 7
How to Contact Us	page 8

Table of Examples

Explanation of Construction Types	page 9
Explanation of Occupancy Types	page 9-10
List of Fees of the City of Edmond	
Commercial Building Fees	page 11
Residential Building Fees	page 12
Water Meter and Installation	page 13
Water Meter Replacement	page 13
Water Capacity Fee	page 14
Sewer Capacity Fee	page 15
City of Edmond Adopted Codes	page 16
Residential Building Permit Application	page 17
Commercial Building Permit Application	page 18
City of Edmond Application for Electric Service	page 19
Storm Shelter Permit Application.....	page 20
Residential Building Inspection Checklist	page 21
Commercial Building Inspection Checklist	page 22-24
IVR (Interactive Voice Recognition) Information	page 25-27
Table of Examples for Residential Construction Items of non-compliance....	page 28

Introduction:

Welcome to the Building Code Inspection Services. We strive to provide you with the absolute best in quality customer service, and want your contact with us to be worry-free and professional in every way. The following information has been compiled to aid you in obtaining a building permit, fire system permit, trade permit, inspection or any of the many services we provide.

For new residential developments and commercial projects (including additions to existing buildings that are over 20% of the building's original size), your project must first go through site planning, Planning and Zoning Commission and City Council. After their approvals, you are ready to submit plans to the Building Code Inspection Services.

For commercial renovations or additions that are less than 20% of the original building and residential projects, you can bring your plans directly to the Building Code Inspection Services for review without Planning and Zoning or City Council approvals.

Plans for review:

The plans for a project can vary widely based on the size and scope of the project. We follow the State of Oklahoma Architectural Act as it applies to the development of building plans by licensed architects. We also follow the State of Oklahoma Professional Engineers statutes regarding the practice of Engineering. To submit for a new commercial plan review, seven sets of plans must accompany the completed application form. Commercial renovations require seven sets to be submitted for review. If the submittal is for a restaurant, one extra set of plans must be submitted for City/County Health Department approval. To submit for a residential plan review, one complete set of documents must accompany the completed application form.

Regardless of whether the plans need architectural or engineering stamps, the information submitted to the Building Code Inspection Services is the same. Required information includes:

Commercial Plans:

1. Drawn to scale. This should be done with a typical architectural or engineering scale large enough to show appropriate detail about the work to be completed. Scale must be identified.
2. Site plan identifying the location of the proposed project or renovation in relation to property lines, including a directional indicator, retaining walls, other structures, fire lanes and dimensions, fire hydrant locations, automatic sprinkler FDC location easements.
3. List type of construction, occupancy type and occupant load and square foot of project. A code analysis should be performed by the designer on all larger projects.
4. On projects where only a part of the interior of a space is being worked on, the floor plan must include enough of the overall building floor plan to orient the space with the means of egress and other tenants if applicable.
5. On new projects (or change of occupancy) the location of the handicapped parking, handicapped accessible route into the building, and other pertinent details of the exterior means of egress, including changes in elevation at ramps and exterior stair details.
6. Floor plan with all spaces identified by use, e.g., office, storage, mechanical room, multi-purpose room, etc., and dimensions of all spaces.
7. Details of interior and exterior wall construction, roof /ceiling construction and other pertinent construction details.
8. Door and door hardware schedule
9. Window details, e.g., size of opening, type of glass.

10. Interior finish schedule.
11. If changes in elevation are incorporated, details on how that transition is made, e.g., ramp or stairs.

Commercial Plans Continued:

This includes all required details, e.g., handrails, guardrails, edge protection and stair profile.

12. Detailed layout of restroom(s) to include all handicapped access requirements. Details include dimensions.
13. Electrical plan showing location of switches, lights, receptacles, emergency lighting and exit lighting, location of electrical panel, location and identification of any special electrical devices such as GFCI. (New construction and changes only.) Fire Alarm drawings are submitted to the Fire Prevention Office under separate cover.
14. Plumbing plan showing hot and cold water to appropriate fixtures, location of HWT, location of any special plumbing devices, e.g., backflow devices, surge tanks, etc. (New projects and changes only.) Fire Sprinkler system drawings are submitted to the Fire Prevention Office under separate cover.
15. Mechanical plan showing the location of mechanical equipment, routing of duct work, location of supply and return diffusers, location of fire dampers, sizes of equipment. (New projects and changes only.)
16. Structural drawings are required for new commercial construction including a footing and foundation designed by a professional engineer. These drawings must be on site for the footing inspection.
17. Fire Protection Systems must be submitted for plan review. Does not have to accompany building plans.

Residential Plans:

1. Drawings to scale.
2. Plot plan (on 11x17 paper or smaller) showing the lot with all dimensions, easements, setbacks, retaining walls, and property lines along with the foot print of ALL the dwellings located on the lot, dimensioned to a property line.
3. Floor plan of the dwelling with dimensions, space identification, and elevations.
4. A footing design by a professional engineer or use of a footing design that is on file with the City for the specific subdivision.
5. If the property being developed is not platted, a copy of the deed with the legal description must accompany the application.
6. If septic system is to be used, a signed copy of DEQ Form # 641-581.

IMPORTANT NOTE: When the permit is issued you will receive a stamped copy of the footing. That stamped copy **MUST BE ON SITE** when the inspector does the footing inspection.

Plan submittal:

To submit plans to the Building Code Inspection Services, a completed application form is required to accompany the submitted plans and specifications. All information on the application must be filled out completely to be accepted by the staff. Examples of the applications for residential and commercial construction are included in this packet. The completed application will need to accompany the required number of appropriate plans. Incomplete submittals cannot be accepted.

The City of Edmond has adopted the International Code Council's building, fire, plumbing, mechanical and property maintenance codes, the National Electric Code, and the referenced standards from those codes. A current listing of the adopted codes is included in this packet on page 16.

There have been some municipal amendments to the adopted codes. They can be found in Title 16 and Title 17 of the Edmond Municipal Code. That information is available at the Building Code Inspection Services in booklet form.

Plan Review Time Frames:

The Building Code Inspection Services is mandated to have plans completed in as short a time frame as possible. If the plan review shows code compliance or compliance with some minor corrections noted, it is possible to obtain building permits in fifteen days.

Maximum time for a commercial project plan review is fifteen working days and for residential plan review three working days. However plans may be denied based on the severity or the lack of code compliance. If plans are denied, we will be happy to meet with the responsible party to explain and help correct the problems.

Utilities:

It is important to note that if City of Edmond utilities (water, sewer, electric) are available, you must connect to them. If Edmond utilities are not available, septic systems and water wells will have to be installed. The City of Edmond does not regulate either of these two areas. You must contact the State of Oklahoma Department of Environmental Quality to obtain approvals. All the City needs is Form #641-581, signed by DEQ staff, submitted with your application that indicates DEQ has received notification of intent to install on-site sewage disposal system. A sample form is included with this packet to help you identify the information you will need to submit.

Erosion control and sanitation are required on all building sites. The proper methods for erosion control are found in the Engineering Standards for the City of Edmond. These standards are available through the City Engineer's Office. A trash receptacle, 4'x 4'x 4', in a conspicuous location is required on the site during the construction. Also, a self-contained toilet enclosure must be located on the building site.

Permits:

The City of Edmond issues permits for building, electrical, mechanical, plumbing, storm shelter, and fire protection systems work covered by the International Code Council, and the National Fire Protection Association.

A building permit is required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical, or plumbing system.

The Building Code Inspection Services has been given the responsibility for proper installation of fire protection systems. This means obtaining a permit to install any fire protection equipment, including automatic sprinkler systems, commercial fire alarm systems, hood systems, or any other special hazard fire protection systems.

Permits are not required for the following items:

- Accessory structures less than 200 sq ft
- Fences
- Retaining walls under four feet high
- Water tanks supported on grade
- Finish or cosmetic work
- Swimming pools under 24 inches deep or temporary pools that are up for less than 6 mo.
- Sidewalks & Driveways areas that are not in the city approach
- Playground equipment
- Window awnings supported by an exterior wall
- Electrical maintenance and repairs such as lamp replacement

- ❑ Replacement of minor parts on gas equipment that does not alter the appliance
- ❑ Portable gas appliances
- ❑ Portable heating, ventilation, or cooling appliances

Permits are not required for the following items Continued:

- ❑ Steam, hot or chilled water piping within heating or cooling equipment
- ❑ Self contained refrigeration systems with ten pounds or less of refrigerant
- ❑ Stopping plumbing leaks without the replacement of piping and fittings
- ❑ Clearing of stoppages in plumbing piping and fittings
- ❑ Minor repair or change to fire protection systems.

When the permit is issued, the applicant will receive several very important pieces of information. One of them is an affidavit that the applicant signs. It states that the applicant is aware that no occupancy of the premises is possible until a Certificate of Occupancy is obtained. Also a sheet of construction, fire, planning and electrical deficiencies (if applicable) will accompany the permit. The items listed must be incorporated into the plans. The list of deficiencies and the permit must be on the job site and available for inspection during the construction process.

Fees:

Payment of fees for a project is due at the time the permit is picked up. Fees will vary with the size and type of project. Fees collected by the Building Code Inspection Services include plan review fees, inspection fees, sidewalks/curb cuts, utility deposit, capacity fees for water and sewer and fees for water meter and its installation.

When subcontractors are chosen for the project, they are required to obtain a permit before beginning work. Fees are due when the subcontractor obtains the permit. Sub-contractors cannot purchase their permits until the building permit is purchased where applicable. Fee schedules for items requiring payment when the permits are purchased are included with this packet. Trade permit fee schedules for electrical, mechanical, and plumbing can be obtained at the Building Code Inspection Services.

There may be other fees due from other departments. The Building Code Inspection Services does not collect for engineering inspection fees, electrical department fees or planning department fees. It is important to know this because when you ask the Building Code Inspection Services about the fees due, the charges of other departments won't be included in the amount.

Inspections:

Inspections are required for every permit issued. Generally there is a rough and final inspection for each of the trades and additional inspections as necessary, e.g., gas line, water and sewer line, etc. Additional inspections in the form of consultations can be requested also. Sample inspection sheets are included in this packet on pages 20-22 to aid you in identifying the number of inspections required for both residential and commercial projects. Inspection requests must be called in at least one day prior to the date needed. Consult the IVR materials included in this packet on pages 25-27 for help in requesting inspections.

When scheduling an inspection, be sure you are ready for the inspection. The Department is mandated to do inspections during the next working day in most instances and within two days in all cases excluding after hours, weekends and holidays unless there are unusual circumstances involved. If you are not ready for the inspection when you request it, you will incur a re-inspection charge.

Inspections Continued:

Part of being ready for the inspection is the posting of the site address. The City building, electrical and utility departments need to be able to identify specific locations so we can provide the requested services. **Signs with lot and block numbers will not satisfy this requirement.** The actual address is what is used to identify the location. Also when inspections are requested and the inspector cannot make entry into the structure, a re-inspection charge will be incurred. Where security is a concern, the builder must insure the inspector can make entry. The most effective method for this is the use of lock boxes with number pad entry. In this way all the builder needs to do is let the department know his number code and the inspector will use it to gain entry. All boxes used by a given builder must use the same code.

Since we do only a cursory plan review on residential projects, there are several areas that the builder must be aware of at the outset of a project. Non-compliant conditions with these key areas will have a major impact on the project. Examples are included in the Table of Examples at the back of this booklet on page 26. The examples are not meant to be all inclusive. It is important that the engineering design for the footing be made available for the inspector when on site for the footing inspection. Without that design the inspector cannot do the inspection.

Residential Footings and Foundations

Foundation and footing specifications for residential buildings of three stories or less must be designed and constructed as per the requirements of Chapter 4 of the IRC.

R401.2 requires foundation construction to be capable of accommodating all loads according to Chapter 3 of the IRC and capable of transmitting those loads to the supporting soil. Fill soils that support footings and foundations shall be designed, installed, and tested in accordance with accepted engineering practice.

Section R401.2 basically provides two (2) methods of designing footings and foundations. The Building & Fire Code Services will accept either method as long as the code provisions are met.

1. *Design footing and foundation using the tables and minimum requirements in Chapter 4. Approved soil tests are required to be submitted with the calculations. IN NO CASE SHALL THE DESIGN FALL BELOW THE MINIMUMS AS OUTLINED IN CHAPTER 4 OF THE IRC.*
2. Design footing and foundation using a registered design professional. Design must be sealed and signed with date according to the method required by the State law.

Inspections:

Inspections of footings are required prior to pour. The inspections can be done by City Building Code Inspection Services staff or by a registered professional engineer. If City staff is used for the inspection, the inspection must be called in at least the day before the inspection is needed. A specific time for the inspection can be given. If the inspection cannot be made at the time requested, the inspector will call the contractor to set a time mutually agreeable. In all cases, the inspection time will have a 30 minute window either side of the agreed time.

Requesting Inspections and Obtaining Results:

The City of Edmond has invested in the latest state of the art computer software for use in the building services area. We now use the Interactive Voice Recognition system for handling inspection requests, posting results, and obtaining results. Information about how to use the system is included in this packet of information for your convenience.

How to get in contact with us about:

Building or Trade Permits	Christina Padgett	359-4797
Inspections	Lori Judkins	359-4782
House Moving		
Demolitions		
Contractor Registration	Cristi Lachica	359-4783
Pre-paid accounts		
Fees		
IVR system		
Plan Review		
Residential	Kirsten Ledington	359-4752
Commercial	Amber Armstrong	359-4508
Code Requirements		
Building	Scott Boyle	359-4788
	Charlie Butler	359-4712
Electrical	Larry Kellner	359-4751
	Patrick Deighton	359-4714
Mechanical	Charlie Butler	359-4712
	Scott Boyle	359-4788
Plumbing	Justin Poage	359-4787
	John Smith	359-4785
Footings, Sidewalks and Driveways	Kirsten Ledington	359-4752
Certificate of Occupancy / Temporary Certificate of Occupancy	Cristi Lachica	359-4783
Customer Advocate/Inspector Supervisor	Charlie Butler	359-4712

Explanation of Construction Types:

The following information will be helpful in identifying the Construction types recognized by the ICC Codes for designing structures. The descriptions used are general in nature. If there are questions, contact the plan review staff for assistance.

Type 1A: Non-combustible construction materials with three hour fire protection. Generally concrete or protected steel.

Type 1B: Non-combustible construction materials with two hour fire protection. Generally concrete or protected steel.

Type 2A: Non-combustible construction materials with one hour fire protection. Generally metal buildings with protected components.

Type 2B: Non-combustible construction materials with no fire protection applied. Generally metal buildings.

Type 3A: Construction in which the exterior walls are of non-combustible materials and the interior building elements are of combustible materials. All elements have a fire rating of at least one hour. Generally filled concrete block with wood roofs.

Type 3B: Construction in which the exterior walls are of non-combustible materials and the interior building elements are of combustible materials. No fire ratings are necessary except for fire separation distance. Generally concrete block with wood roofs.

Type 4: Construction in which the building structure is of large dimension lumber, 6 inches or greater in least dimension, without concealed spaces and having non-combustible exterior walls. Generally glue laminated beams of large dimension. Seldom used except in churches.

Type 5A: Construction in which the entire building is constructed of combustible materials with one hour fire protection. Generally 2x4 and 2x6 lumber with Type X sheetrock.

Type 5B: Construction in which the entire building is constructed of combustible materials with no fire protection. Generally 2x4 and 2x6 lumber with sheetrock. Most common type of construction. Seen in almost all residential and small commercial buildings.

Explanation of Occupancy Types

The occupancies used in the following explanations are intended as examples only. They are not a complete list.

A-1: Assembly space with fixed seats intended for viewing performing arts. Motion picture and other theaters.

A-2: Assembly space used for food and drink. Banquet halls, nightclubs, restaurants, taverns and bars.

A-3: Assembly space used for entertainment, worship, or recreation and other assembly uses not covered in other groups. Art galleries, churches, courtrooms, dance halls, lecture halls, libraries, exhibition halls, and gymnasiums.

A-4: Assembly space used for indoor sporting events with spectator seating. Arenas, skating rinks tennis courts, swimming pools.

A-5: Assembly space used for viewing outdoor activities. Bleachers, grandstands, stadiums

Occupancy Types continued:

B: Business occupancy is space used for professional or service-type transactions. Banks, beauty shop, doctor's office, post offices, print shop, and college classrooms

E: Educational spaces for six or more persons at one time, older than 2 ½ years, through the 12th grade. Schools, academies, some day care.

F: Factory Industrial is the use of a space for assembling, disassembling, packaging, processing, finishing or fabricating. Bakeries, manufacturing, electronics, metals, painting.

H: Hazardous group includes anything that constitutes a physical or health hazard. It can be manufacturing or storage. Aerosols, fireworks, munitions, explosives, chemicals.

I-1: Institutional group provides supervised environment for more than 16 people on a 24-hour basis because of age, mental disability, or other reasons. Halfway houses, residential care, drug treatment

I-2: Institutional group used for medical care on a 24-hour basis of more than five persons not capable of self-preservation. Hospitals, nursing homes, mental hospitals. This group also includes day care centers with children less than 2 ½ years old.

I-3: Institutional group used for detention. Jails, prisons, reformatories.

I-4: Institutional group used for day care centers for less than 24 hours. Adult day care centers, child day care centers.

M: Mercantile group includes spaces used for the display and sale of merchandise. Stores, sales rooms, department stores, service stations.

R-1: Residential group where the occupants are primarily transient. Boarding houses, hotels, motels.

R-2: Residential group where the occupants are primarily permanent. Apartments, dormitories, fraternity houses.

R-3: Residential group where occupants are permanent in nature and not classed as R-1, R-2, or I.

R-4: Residential group for residential care of more than five but less than 16 people.

S-1: Storage spaces for moderate hazard materials. Bags, shoes, books, leather, lumber, tires, furniture.

S-2: Storage spaces for low hazard materials. Glass, food, metal, parking garages.

U: A miscellaneous category used for accessory structures not specified in other groups. Barns, fences, private garages, carport, towers

List of Fees of the City of Edmond

Last changed Aug 1, 2009

Commercial Building Fees:

Admin/Plan Review Fee For each building permit and/or for each unit, tenant, and building shell or finish	\$.05/sf Min \$100
Commercial Permit Fee	\$ 35.00
Building Inspection Fee For each building unit, structure, tenant space, shell or finish	\$.15/sf
Oklahoma State Permit Fee	\$4.25
Swimming Pools Permit Fee In ground or above ground greater than 2' deep	\$ 75.00
Re-inspection Fees: Required due to defective or incomplete work	
First re-inspection	\$ 50.00
Subsequent re-inspections of the same item(s)	\$100.00
Drive Approach, each curb cut or sidewalk section	\$ 30.00
Partial re-inspections (All types)	\$ 30.00
Fixture Stocking Permit	\$.05/sf
Temporary Certificate of Occupancy	\$250.00
Address/Permit/Plans not posted	\$ 25.00
Construction Without Appropriate Permit(s)	3 x Cost of Permit(s)
Demolition of Structures (No charge if new construction begins within 30 days on same site)	\$100.00
Lack of trash/toilet/erosion control	\$ 60.00 each
Commercial Retaining Walls	\$ 55.00 each
Utility Deposit (if applicable)	\$ 60.00
Storm Shelters	\$35.00

Fire Protection Permits:

Automatic Sprinkler, Automatic Fire Alarm, Special Hazard Permits & Portable Structures	\$.01/sf, Min \$25
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Dry Cleaning Operation Permit, Spraying & Dipping Operation Permit, Access Control Systems Permit, Automatic Gates Permit	\$25.00
Fire Protection Re-inspections	\$50.00

Fees Continued:

Residential Building Fees:

Admin/Plan Review Fee For each building permit and/or for each dwelling unit	\$ 90.00
Building Inspection Fee	\$.04/sf
Swimming Pools (Swimming pool, either in ground or above ground 2' deep)	\$ 75.00
Storm Shelters	\$35.00
Oklahoma State Permit Fee	\$4.25
Re-inspection Fees: Required due to defective or incomplete work	
First re-inspection	\$ 50.00
Subsequent re-inspection for the same item	\$100.00
Drive Approach, each curb cut or sidewalk section	\$ 30.00
Partial Re-inspections (All types)	\$ 30.00
Furniture Stock Permit	\$.02/sf
Temporary Certificate of Occupancy	\$ 75.00
Address not posted	\$ 25.00
Lack of trash/erosion control	\$ 60.00 each
Construction started without appropriate permit(s)	3 x Cost of Permit(s)
Demolition of structure (No charge if new construction begins within 30 days on same site)	\$100.00
Residential Retaining Walls	\$ 55.00 ea
Utility Deposit (if applicable)	\$ 60.00

Fees Continued:

Water Meter Costs and Installation Fees: Effective 10/01/04

Meter Size	Contractor Install	City Install
5/8"	\$213	\$542
1"	\$329	\$657
1.5"	\$859	\$1,433
2"	\$993	\$1,566

The "City Install" fees are for *platted residential services only*.

New or relocated services for *commercial, irrigation meters, and meters for non-previously platted lots* are the responsibility of the builder/contractor/owner and the fee for the service installation/meter will fall under the "Contractor Install" fee structure as a tap will be required which also is the responsibility of the contractor.

All Commercial projects are "Contractor Install".

The following table shows the replacement costs for the most requested items.

Meter Size	Costs	
	Meter	Meter Can/Box
5/8"	\$27.11	\$49.98
1"	\$73.42	\$96.69
1.5"	\$198.40	\$159.00
2"	\$267.71	\$159.00

Fees Continued:

Water Capacity Fees:

Residential: (Per housing Unit)

Single Family Dwelling with 5/8" water meter	\$ 1,106.00
Single Family Dwelling with 1" water meter	\$ 2,177.00
Single Family Attached and Mobile Home w/ 5/8" meter	\$ 1,106.00
Multi-family and all other residential	Fee based on meter size

Cost of any other meter size not listed will be determined by the City Manager or his designee.

Non-residential:

5/8"	Displacement	\$ 1,106.00
1"	"	\$ 2,177.00
1.5"	"	\$ 5,818.00
2"	Compound	\$ 14,385.00
3"	"	\$ 36,231.00
4"	"	\$ 46,405.00
6"	"	\$106,706.05

Cost of any other meter size not listed shall be determined by the City Manager or his designee.

Fees Continued:

Sewer Capacity Fees: (fees based on the size of water meter installed)

Residential: (Per housing Unit)

Single Family Dwelling with 5/8" water meter	\$ 1,027.00
Single Family Dwelling with 1" water meter	\$ 1,027.00
Single Family Attached and Mobile Home w/ 5/8" water meter	\$ 830.00
Multi-family and other residential	\$ 654.00

Non-residential:

5/8"	Displacement	\$ 951.00
1"	"	\$ 1,880.00
1.5"	"	\$ 5,038.00
2"	Compound	\$ 12,469.00
3"	"	\$ 31,418.00
4"	"	\$ 40,242.00
6"	"	\$ 91,751.77

Cost of any other sewer not listed is determined by the City Manager or his designee.

City of Edmond
Adopted Codes

Revised 8/12/2013

ICC	International Residential Code (IRC)	2009 edition
ICC	International Building Code (IBC)	2009 edition
ICC	International Property Maintenance Code	2009 edition
ICC	International Plumbing Code (IPC)	2009 edition
ICC	International Fuel Gas Code (IFGC)	2009 edition
ICC	International Mechanical Code (IMC)	2009 edition
ICC	Administrative Provisions of the Electric Code	2009 edition
NFPA	National Electric Code (NEC)	2011 edition
ANSI	Accessible and Usable Buildings and Facilities (American National Standards Institute pamphlet A117.1)	
COE	Title 16, Buildings and Construction	Current edition

Date: _____

City of Edmond
Building Permit Application
Residential Building Permit Application

Applicant Name _____ Contact Name _____

Mailing Address _____ City _____ State _____ Zip _____

Office Phone _____ Other Phone _____ Fax _____

E-Mail Address _____

Check One: New Construction Alteration Addition Alt/Add
Check If: Accessory Building If Alteration or Addition, Existing Square Footage _____

Block _____ Lot (s) _____ Addition _____ **If unplatted, NEED COPY OF DEED**

Section _____ Township _____ Range _____ Project Address _____

Zoned _____ Urban District: Yes _____ No _____ Estimated Cost \$ _____ (without lot)

Utilities Edmond Water Well
 Edmond Sewer Septic (If Septic, must provide Form #641-581 signed by DEQ)
 Edmond Electric OG&E Other
 Edmond Solid Waste Other

Type of Construction: 2B ___ 3B ___ 5B ___ Living Space (Veneer) _____ Ft² Garage _____ Ft² No. of Floors ___

Storm Shelter Yes ___ No ___ No. of Drive Approaches ___ Gated Subdivision: Yes ___ No ___

Is Personal Driveway Gated? Yes ___ No ___ Will Bldg be Fire Sprinkled? Yes ___ No ___
(If you answered Yes to either of these, a separate permit will be required)

If Edmond Water, Type of Meter Kit Installation: Private Contractor _____ City Install _____

Size of Domestic Water Meter Kit: 5/8" 1" 1 1/2" 2" New Existing

Irrigation System: Yes ___ No ___ Size of Irrigation Meter Kit (if separate): 5/8" 1" 1 1/2" 2"

Plans: One (1) set of plans. PLOT PLAN, ENGINEERED FOOTING DESIGN, AND FLOOR PLAN, ELEVATION. Each application shall be submitted with proper plans drawn to scale. Plot plan and footing design shall be on sheets **no larger than 11x17**.

Contractors must provide a copy of General Liability and Workman's Comp Insurance

**BUILDING CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY
THE BUILDING CODE INSPECTION SERVICES.**

Signed: _____
As Owner/Agent for Owner

City of Edmond- Commercial Building Permit Application

Date: _____
Site Plan #: _____

Applicant Name _____ Contact Name _____

Mailing Address _____ City _____ State _____ Zip _____

Office Phone _____ Other Phone _____ Fax _____

E-Mail address _____

Plans by _____ Contact Name _____

Address _____ Phone Number _____

Please Check If: New Construction Alteration Addition Add/Alt

Description (If Alteration or Addition) _____ Existing Square Footage _____

Project Address _____ Project Name _____

Section _____ Township _____ Range _____ Lot(s) _____ Block _____ Addition _____

Zoned _____ Urban District: Yes _____ No _____ Estimated Cost \$ _____ of building without lot

Utilities

Edmond Water Well

Edmond Sewer . Septic . (If Septic, must provide Form #641-581 signed by DEQ)

Edmond Electric . OG&E

Type of Construction (check one): 1A _____ 1B _____ 2A _____ 2B _____ 3A _____ 3B _____ 4 _____ 5A _____ 5B _____

Multi-Family: Yes _____ No _____ If yes, no. of dwelling units (per building*): _____ *One building per application

Type of Occupancy (per IBC): _____ Occupant Load _____ Fire Sprinkler System: Yes _____ No _____

Area of Project _____ No. of Floors _____ No. of Rest Rooms _____ No. of Toilets/Urinals _____

Size of Water Meter Kit: 5/8" 1" 1½" 2" Existing

Irrigation System: Yes _____ No _____ Size of Irrigation Meter Kit: 5/8 1" 1½" 2"

At anytime will there be any streets or alleys blocked by trucks or equipment? Yes _____ No _____

Building Plans NEW Commercial: Seven (7)* sets of plans with one (1) set of specifications

Building Plans Add Commercial: Seven (7)* sets of plans with one (1) set of specifications

Building Plans Alt Commercial: Seven (7)* sets of plans with one (1) set of specifications

*Provide one additional set of plans for food service projects

Note: Each application shall be accompanied by proper plans drawn to scale. PLOT PLAN, FLOOR PLAN, ELEVATIONS, STRUCTURAL, ELECTRICAL, PLUMBING AND MECHANICAL.

BUILDING CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY
BUILDING CODE INSPECTION SERVICES

**By signing this form, you Guarantee the Building Plans Submitted Meet all Requirements set forth by
the Edmond City Council.**

Signed: _____
As Owner/Agent for Owner

City of Edmond – Application for Electric Service

Applicants Name _____ Date: _____

Address: _____
Number & Street Name City State Zip

Telephone: _____ Signature: _____

REQUEST FOR ELECTRIC SERVICE FOR:

Name of Project: _____

Type of Occupancy: _____ Residential _____ Commercial _____ Industrial

Location (Address): _____
Number & Street Name

_____ New Service _____ Change in voltage or ampacity of an existing electric service

VOLTAGE DESIRED (Check below)

_____ 120-240 Volt, Single Phase

_____ 120-240 Volt, Three Phase

_____ 120-208 Volt, Three Phase

_____ 277-480 Volt, Three Phase

_____ Other: _____

LOAD:

LIGHTING: Total Connected KW _____
Type: _____

AIR CONDITIONING:

Total Connected HP: _____

_____ Single Phase HP: _____

_____ Three Phase HP: _____

Largest Motor Size in HP: _____

Number of A/C Units: _____

TOTAL AMPACITY OF MAIN SERVICE

DISCONNECTS: _____

OTHER LOADS:

Additional Motors HP: _____

Heating in KW: _____

Welder: _____ X-Ray: _____

Other: _____

Estimated date final service is needed:

NOTE: The Internal Electrical Service Connection Fees for this project will be based on the information furnished by the applicant on this request and the information furnished in the construction plan documents.

Meter location and padmount transformer locations will be determined by the Electric Utility Department.

All motors larger than 25 hp must be approved by the Electric Utility Department before any commitment will be made to serve power.

The applicant is responsible for notifying the Electric Utility Department at the earliest possible time concerning any changes in construction plans or electric power needs.

MY ELECTRICAL CONTRACTOR IS:

Name of Contact Person: _____

Telephone: _____

Company Name: _____

Address: _____
Number & Street Name City State Zip

City of Edmond
Building Permit Application
Storm Shelter/Safe Room Permit Application

Applicant Name _____ Name of Homeowner _____

Project Address _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Office Phone _____

E-Mail Address _____

Secondary Emergency Contact Name _____ Phone Number _____
(Someone that will not be in the shelter with you)

Check One:	Residential	Commercial	Indoors	Outdoors		
Check All that Apply:	In Ground	Above Ground	Garage <input type="checkbox"/>	Left <input type="checkbox"/>	Right <input type="checkbox"/>	Center <input type="checkbox"/>
	Other <input type="checkbox"/> _____					

Installation Co: _____ Address of Installer: _____

Phone # of Installer: _____ Date of Installation: _____

Manufacturer Name if different than Installation Co: _____

Estimated Cost of Shelter \$ _____

Square Footage: _____ Type of Construction: Masonry Concrete Steel Other

Required Plans: Plot Plan (for exterior locations), Floor Plan (for interior locations), Engineered Drawings or Verification of FEMA Certification and an Elevation. Each application shall be submitted with (1) set of plans for Residential and (7) sets of plans for Commercial.

For Applicant:

I understand that as the applicant I will be responsible for any and all maintenance or repairs to my safe room. I understand that I am responsible for making sure my safe room meets or exceeds 2008 FEMA 320, 361 and ICC 500 Standards and will provide a notarized statement from my Safe Room Contractor stating such.

Signed: _____

Applicant

RESIDENTIAL BUILDING INSPECTION CHECKLIST

Address _____ Permit # _____

BUILDING INSPECTIONS

Footing _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Sheathing _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Moisture Barrier _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____

ELECTRICAL INSPECTIONS

Rough _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Temp Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____

PLUMBING INSPECTIONS

Ground _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Sewer Line & Tap _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Water Line _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Gas Line _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Sprinkler _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____

MECHANICAL INSPECTIONS

Ground _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____

DRIVE/SIDEWALK INSPECTIONS

Form _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date _____

City of Edmond
COMMERCIAL BUILDING INSPECTION CHECKLIST

Address _____ Permit # _____

BUILDING INSPECTIONS

Footing _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Wall and Ceiling _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____

ELECTRICAL INSPECTIONS

Electrical Ground _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Wall and Ceiling _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Low Voltage _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Temp Final _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____

PLUMBING INSPECTIONS

Ground _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Sewer Line _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Water Line _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Gas Line _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Sprinkler _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____

MECHANICAL INSPECTIONS

Ground _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Ceiling _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Rough _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Final _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Kitchen Exhaust Hood and Duct	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____
Refrigeration _____	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Date _____

City of Edmond

COMMERCIAL BUILDING INSPECTION CHECKLIST CON'T:

DRIVE/SIDEWALK INSPECTIONS

Form _____ Approved Rejected Date _____

Final _____ Approved Rejected Date _____

FIRE INSPECTIONS

Rough _____ Approved Rejected Date _____

Final _____ Approved Rejected Date _____

PLANNING _____ Approved Rejected Date _____

ENGINEERING _____ Approved Rejected Date _____

WATER _____ Approved Rejected Date _____

LANDSCAPING _____ Approved Rejected Date _____

City of Edmond

Welcome to Voice Permits!

In an ongoing commitment to improve customer service, the City of Edmond Building & Fire Code Services has an Interactive Voice Response System for inspections. It is available 24 hours a day, 7 days a week.

Permits Line
(405) 216-7400

Use your telephone keypad to enter the number, enclosed in (), to:

- Schedule Inspections
- Cancel Inspections
- Retrieve Inspection Results

You will be prompted through the entire process. However, you may respond without listening to the entire prompt.

Before Calling You Will Need

1. A touch-tone phone (includes most cellular phones).
2. A site-specific permit number.
3. An Inspection Code – Choose from a code on the back of this brochure.

At the Initial Greeting

1. Enter your request: Schedule (1), Cancel (2) Retrieve Results (3), Return to Previous Menu (9) or Speak to a Staff Member (0).

Note: To schedule a re-inspection, enter your request as "Schedule".

To Schedule an Inspection

1. Enter the Permit Number, for letters enter the corresponding number on your phone keypad. (The system will confirm the permit by speaking back the site address)
2. Enter the Inspection Code to schedule.
3. Choice of day. Press the appropriate number on your keypad for the date you would like to schedule your inspection. (You may schedule a date up to 7 business days after the date of your call: however, due to fluctuating numbers of inspections, requested dates cannot be guaranteed.)
4. If the inspection is for a change out, you may leave a message for the inspector to request an am or pm preference. We would also like the homeowner's name and phone number. Press (1) to record a message for the inspector.

For footings and forms only, you may request a particular time for your inspection by leaving a message for the inspector. Press (1) to record a message for the inspector. If there is a scheduling conflict, the inspector will call you the morning of the inspection.

The earliest date for calls after 7:00 AM would be for the next working day; however, due to fluctuating numbers of inspections, inspection dates cannot be guaranteed.

After scheduling the inspection, you may:

- **Leave pertinent information** regarding the permit for the Inspector. For example, your Lock Box #, Phone #, etc. To send your message, press (1). To re-record your message, press (2). To review your message, press (3). To cancel your message, press (4). (For questions or general information, please call the inspector at 359-4780)

- **To Repeat** the confirmation number press (2).
- **Request another inspection** on this permit. Press (3).
- **Request another inspection** for a different permit. Press (4).
- **Return** to the Main Menu press (5).
- **Get a confirmation Number** and hang up. Retain the Confirmation Number for inquiring about your request.

City of Edmond

To Cancel an Inspection

1. Enter the Permit, for letters enter the corresponding numbers on your phone keypad followed by the pound key. (The system will confirm the permit by speaking back the site address.)
2. It will ask if this is correct. Press (1) for Yes or (2) for No
3. Enter the 4 digit code of the inspection you wish to cancel.
4. Make sure you get your confirmation number.

You may then:

- **Record your message**, Press (1).
- **Repeat your confirmation number**, Press (2).
- **Cancel another inspection on this permit**, Press (3).
- **Cancel an inspection on another permit**, Press (4).
- **Return to the Main Menu**, Press (5).

Obtain Inspection Results

1. Enter the permit number, for letters enter the corresponding number on your phone keypad followed by the pound key. (The system will confirm the permit by speaking back the site address.)
2. Enter the Inspection Code that you wish to retrieve results for.

After listening to the inspection results, you may:

- **Listen to additional results** for the same permit. Press (1).
- **Retrieve Results** for a different permit. Press (2).
- **Return** to the Main Menu. Press (3).

To Transfer to Staff

During normal office hours, if you are unable to obtain the required information for the IVR, you can press **{0}** at any time to transfer to a live staff member.

Building Inspection Codes

0100 Footing
 0108 Sheathing
 0109 Moisture Barrier
 0110 Rough/Frame
 0111 Fire Rough
 0112 Low Voltage Wiring
 0130 Drive/SW Final
 0140 Drive/SW Form
 0145 Ceiling
 0160 Wall
 0190 Fire Final

Electrical Inspection Codes

0210 Ground
 0215 Underground Conduit
 0220 Rough
 0230 Temp Final
 0240 Wall
 0241 Panel Upgrade
 0245 Ceiling
 0260 Service Upgrade/Cutover
 0299 Final

Plumbing Inspection Codes

0300 Ground
0301 Radiant Heat
0310 Rough/Topout
0320 Sewer Line
0330 Water Line
0335 Sprinkler Final
0340 Gas Line
0345 Gas Pressure Test
0350 Wall
0370 HWT Change Out
0380 Sewer Clean Outs
0399 Final

Mechanical Inspection Codes

0400 Ground
0410 Rough
0420 Wall
0430 Ceiling
0450 HVAC Change Out
0460 Hood & Duct System
0499 Final

Swimming Pool Inspection Code

0165 Pool Final

Fire Suppression Inspection Code

0885 Fire Sprinkler Rough
0886 Fire Sprinkler Final
0887 Special Hazard Final
0888 Special Hazard Rough

Fire Alarm Inspection Code

0140 Drive Form

0880 Fire Alarm Rough
0881 Fire Alarm Final

Don't Forget!

You may interrupt and respond at any time during a prompt.

Requested inspection dates **cannot** be guaranteed. Due to the fluctuating number of inspection requests, at times inspections will have to be rescheduled. However, we will do all inspections as soon as possible.

Get your confirmation # before you hang up. This number ensures your inspection has been scheduled and enables us to investigate any problems.

For questions for inspectors, general information, or problems with the system, please call 359-4780

City of Edmond

TABLE OF EXAMPLES

Residential Construction Items of Non-Compliance Commonly Found

1. Stairs: Includes inappropriate riser height, construction tolerance allowed by code, and headroom.
2. Egress windows from bedrooms including clear opening dimensions and sill heights.
3. 1 hour fire resistance separation required between garages and living areas above.
4. Required J-bolt anchors for exterior wall sill plates.
5. Required fire-blocking.
6. Required joist hangers.
7. Smoke detector locations.
8. Fireplace clearances to combustible materials.
9. Proper location of shear walls.
10. Garage return widths.
11. Span lengths of lumber used.