



City Of Miami, OK – Community Development Department  
Building Permit Application

**Please Note: An incomplete permit application can delay issuance**

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

1. **Owner** Name, Address & Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_

2. **Contractor/Builder** Name, Address & Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_

3. Job Location Address: \_\_\_\_\_

4. Type of Construction/Improvement: (Please check all that apply)

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industry \_\_\_\_\_

New \_\_\_ Addition/Remodel \_\_\_ Accessory Building for Storage \_\_\_ Miscellaneous (Car Port etc.) \_\_\_

5. \_\_\_ Site plans completed (see Attachment A)

6. Job Description \_\_\_\_\_  
\_\_\_\_\_

7. **Will a street or alley cut be required?** \_\_\_ Yes \_\_\_ No

8. **Estimated Project Cost:** \_\_\_\_\_

9. **Square Feet:** \_\_\_\_\_

10. Sub-Contractor's Information (Permit will not be issued without license #'s (if required) :

Electrician: \_\_\_\_\_ License # \_\_\_\_\_  
Plumber: \_\_\_\_\_ License # \_\_\_\_\_  
Heat/Air: \_\_\_\_\_ License # \_\_\_\_\_  
Roofing: \_\_\_\_\_ License # \_\_\_\_\_

11. Construction Documents, plans & specs attached? \_\_\_ Yes \_\_\_ No

12. Will grading of lot be altering more than 1 acre? \_\_\_ Yes \_\_\_ No (If Yes, applicant must meet requirements of Section 10-66 of the Miami City Code and submit a Storm Water Control plan to City Engineer.)

13. Do you have any questions? \_\_\_ Yes \_\_\_ No (If Yes, we will contact you to discuss any questions you may have.)

\_\_\_\_\_  
(Signature of applicant)

***I agree to use State of Oklahoma & City of Miami licensed electrical, plumbing & hvac contractors. I also understand neither unmetered water nor any surface drainage is allowed to enter the sanitary sewer. The approval of this application and the issuance of a permit do not legalize nor authorize any work, which is not in compliance with the Code of the City of Miami, Sanitary Regulations.***

\_\_\_\_\_  
(Signature of applicant)

***I understand that if the project location is within the 100 yr floodplain, a floodplain development permit will be required.***

<p><b>PLEASE ALLOW 5 BUSINESS DAYS FOR RESIDENTIAL PERMIT APPROVAL PLEASE ALLOW 14 – 28 BUSINESS DAYS FOR COMMERCIAL PERMIT APPROVAL PLEASE CALL 918-541-2252 FOR INSPECTIONS</b></p>
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**FOR STAFF USE ONLY**

PLOT PLAN FOR ZONING: Current _____ Proposed _____ Parking Group _____
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Is survey required? \_\_\_ Yes \_\_\_ No

Is variance required? \_\_\_ Yes \_\_\_ No If YES, was it approved? \_\_\_ Yes \_\_\_ No

Has the Planning Commission or Board of Adjustments approved the zoning change: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Is the structure in the 100-Year Floodplain? \_\_\_ Yes \_\_\_ No

Dbl Front Setback _____ Front Setback _____ Side Setback _____ Back Setback _____
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Is proposed structure over a utility line and/or easements? \_\_\_ Yes \_\_\_ No

If YES, what are applicant's relocation plans? \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(City Inspector) (Date) (Permit No.)

**Not Approved by:** \_\_\_\_\_  
(City Inspector) (Date)

\$ \_\_\_\_\_  
Fee Accepted by \_\_\_\_\_

# PLAN DRAWING

Draw proposed construction

Draw existing utilities

Draw measurements from new construction to Property lines, all structures must have 10' separation.

List materials used in construction: \_\_\_\_\_

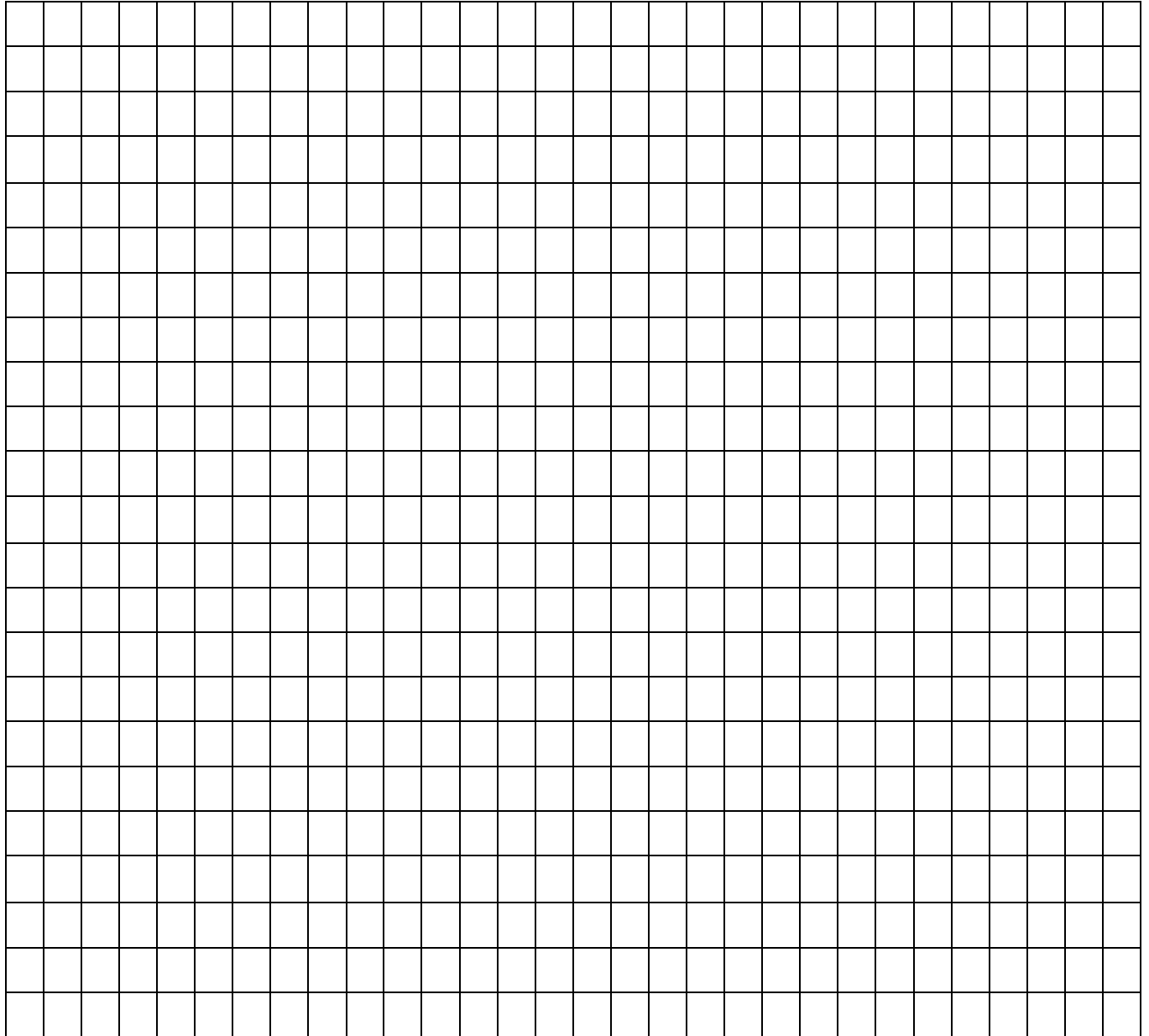
Mark the following items if applicable:

Footing/Foundation: \_\_\_ Slab \_\_\_ Crawl Space

Size/Spacing Studs: \_\_\_ 16" \_\_\_ 24"

Type of Roof: \_\_\_ Metal \_\_\_ Shingle & \_\_\_ Flat \_\_\_ Pitched

Sanitary Arrangement: \_\_\_ Sewer \_\_\_ Septic



## Fees for Engineering/Community Development

**Building Permit Fees:**

**New Structures & Buildings**

Commercial up to 1st 1,000 Sq Ft.....	\$200.00
Each additional 100 Sq Ft.....	\$5.00
Residential up to 1st 1,000 Sq Ft.....	\$150.00
Each additional 100 Sq Ft.....	\$5.00

**Additions & Remodels**

Commercial up to 1st 1,000 Sq Ft.....	\$150.00
Each additional 100 Sq Ft.....	\$5.00
Residential up to 1st 500 Sq Ft.....	\$55.00
Each additional 100 Sq Ft.....	\$5.00

**New Accessory Building for storage only**

Residential & Commercial up to 1st 200 Sq Ft.....	\$55.00
Each additional 100 Sq Ft.....	\$5.00

**Miscellaneous construction (Roofs, carports, storm shelters, etc.)**

Residential & Commercial .....	\$50.00
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**Demo Permit Fees (All demo's require waste material location):**

Residential & Commercial.....	\$50.00
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**Moving Permits:**

Residential & Commercial .....	\$20.00
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**Sign Permits Residential & Commercial:**

All electric signs (permanent).....	\$50.00
All non-electric signs.....	\$45.00
All temporary and/or portable signs.....	\$45.00
All neon signs.....	\$55.00
All signs require an inspection fee also.....	\$20.00
All signs re-inspection fee.....	\$20.00

**Permit/Inspection Fees: (Mechanical, Electrical and Plumbing permit fee includes inspection)**

Residential & Commercial - Per Inspection.....	\$50.00
Residential & Commercial - Per Reinspection.....	\$95.00
Residential - Final Inspection.....	\$75.00
Commercial - Final Inspection.....	\$125.00

**State Permit Fee**

Due to State Regulations, all permits and inspections will be assessed a \$4.00 charge.

**Electrical, Plumbing and Mechanical Licensing**

Initial license fee(s) for all new contractors will be \$100.00. A copy of the master contractor's license from the State of Oklahoma, driver's license and proof of insurance must be presented. There is no charge to register journeymen or apprentices; however, they must also show their state license and driver's license for registration. The yearly renewal fee is \$100.00 for all contractors, no charge for journeymen or apprentices. All licensees must be renewed on or before June 30th of every year.