



**Commercial Remodel and New Construction Building Permit  
City of Atoka Code Enforcement Department  
Tim Wiley or Ron McIninch  
Code Enforcement Officers  
580-889-3341 x 4 & x29**

Commercial Remodel and New Construction Building Permit Applicant,

The City of Atoka appreciates your desire to construct and/or remodel a Commercial Building within the City Limits. Please be aware that before any excavation or construction is begun on the proposed construction site, a Plan review must be submitted to J.C. Carroll. You can reach him by phone at 405-509-2157 or by Email at [fire\\_consult@cox.net](mailto:fire_consult@cox.net). Also Building Permit Application must be completed and a Building Permit issued by the Code Enforcement Officer. This will eliminate any miscommunication between the City and the owner and will also prevent problems relating to the construction and/or fees associated with the proposed building.

If you are renovating an existing building an asbestos test is required.

The City can do the testing but you are required to have the asbestos removed with a licensed contractor of your choice. (please note this is a very expensive process to consider) If the City does the test the fee is \$25 plus the fees charged by the company to test the samples.

Please know that there is no such thing as too much information. The more information that you list on this application, the smoother your application process will be.

Normally, you can expect to receive your Commercial Building Permit within 5 to 7 business days. However, incomplete applications or certain types of construction will take longer.

If you should have any questions relating to this application, please contact Tim Wiley or Ron McIninch, Code Enforcement Officers at 580-889-3341 x4 and x29.

We greatly appreciate your cooperation and look forward to a productive working relationship with you.

06/13/2022

*Commercial Remodel and New Construction Building Permit*

**Commercial Remodel and New Construction Building Permit Application**

City of Atoka  
353 East A St.  
Atoka, OK 74525  
580-889-3341  
580-889-7584 Fax

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

Permit #: \_\_\_\_\_

**Application for Plan Examination and Building Permit**

*Please fill out application to the best of your knowledge, any incomplete information could result in a delay of your application being approved or a permit to construct being issued.*

I. Name of owner \_\_\_\_\_

a. Address \_\_\_\_\_

b. Address of construction site \_\_\_\_\_

*Note: If a 911 address has not been issued for the proposed building site, it is the owner's responsibility to acquire the address from the Atoka County 911 Director. Please list your precise address.*

c. Contact Numbers: Home \_\_\_\_\_ Office \_\_\_\_\_  
Cell \_\_\_\_\_

*Note: Please list all available numbers where we may contact you. During the application process someone will need to be able to contact you and/or your general contractor.*

**II. Use and zoning**

a. Proposed use of structure \_\_\_\_\_  
i.e. office, restaurant, mercantile, etc. *Please be specific.*

b. Zoning of proposed construction \_\_\_\_\_

*Commercial Remodel and New Construction Building Permit*

*Note: If you are unsure of the zoning of this location, please contact the City Clerk's office at 580-889-3341 ext. 26. Please check the setback requirements for your zone (you will have to be this distance from the property line.)*

III. Construction

*Note: All Commercial Permit Applications must submit a drawing and, in some instances, a set of plans which include an architect's stamp with the following detailed info - a site plan, which includes distances from existing and proposed construction to the property lines and a floor plan which includes all square footage. Some Commercial Buildings will require certain items – i.e. handicap accessible, please check with the appropriate personnel to determine what your building will require before you start construction.*

a. Type: (circle one) Erect Remodel Addition Remove move in  
Other: \_\_\_\_\_

b. Size of proposed building in sq. ft: \_\_\_\_\_

c. Flood zone info (check flood map) ( a ) or ( c )

Base flood elevation is \_\_\_\_\_ feet

Lowest finished elevation of proposed structure \_\_\_\_\_

d. Type of outside walls: \_\_\_\_\_

e. Type of roof: \_\_\_\_\_

f. Check the following trade work that will be installed in the new structure:

- 1. Electric \_\_\_\_\_
- 2. Plumbing \_\_\_\_\_
- 3. HVAC \_\_\_\_\_
- 4. Fire suppression system \_\_\_\_\_
- 5. Lawn sprinkler system \_\_\_\_\_

g. Will a water and/or sewer tap be required for the new structure Yes No

*If yes please fill out the utility connection info section of the application*

h. Will the owner hire a general contractor to do the work Yes No

i. Does the owner plan on doing any of the trade work for the structure Yes No  
i.e., HVAC, Plumbing, Electric

IV. Contractor information (if applicable)

*NOTE: Every Contractor must have a City License to work in the Atoka City Limits.*

*Commercial Remodel and New Construction Building Permit*

*Contractors will have to have a State Contractor's License as well. Contractors must have a license on file at the City before they can begin work. Contractors must provide proof of Worker's Compensation or Exemption and General Liability Coverage.*

General Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Federal Tax ID Number: \_\_\_\_\_

City registration Yes No Registration fee \$75.00  
Worker's Comp Coverage Yes No Exempt Yes No  
General Liability Coverage Amount \_\_\_\_\_

*Please attach copies of Worker's Compensation Coverage or Exemption and General Liability Coverage.*

Electric Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

City Registration Yes No First time License \$100.00 Renewal \$75.00  
State license #

Please list all Journeymen and Apprentices with State License Numbers

\_\_\_\_\_  
\_\_\_\_\_  
Journeyman Registration Fee First time \$25.00 Renewal \$15.00

HVAC Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

City Registration Yes No First time License \$100.00 Renewal \$75.00  
State license #

Please list all Journeymen and Apprentices with State License Numbers

\_\_\_\_\_  
\_\_\_\_\_  
Journeyman Registration Fee First time \$25.00 Renewal \$15.00

Plumbing Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Commercial Remodel and New Construction Building Permit

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

City Registration Yes No First time License \$100.00 Renewal \$75.00  
State license #

Please list all Journeymen and Apprentices with State License Numbers

\_\_\_\_\_

Journeyman Registration Fee First time \$25.00 Renewal \$15.00

Fire Suppression System Contractor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

City Registration Yes No First time License \$100.00 Renewal \$75.00  
State license #

Please list all Journeymen and Apprentices with State License Numbers

\_\_\_\_\_

Journeyman Registration Fee First time \$25.00 Renewal \$15.00

V. Utility Connection info (if applicable)

All Water and Sewer Tap fee information is listed on the following page(s)

*Please note: If these apply to your application there will be additional charges for the following: water meter, asphalt repair, road bore, curb and gutter. Also, please list the desired location of proposed utilities.*

a. Water Service

1. Size of main service line that will be installed from the water meter set to the building \_\_\_\_\_
2. Size of water meter you would like to have installed at this location \_\_\_\_\_
3. Will there be a lawn sprinkler system installed Yes No

b. Sewer service

1. Size of sewer service that will be required for your building \_\_\_\_\_

Commercial Remodel and New Construction Building Permit

VI. Permit fee information

a. building permit \$ \_\_\_\_\_

\$0.25 per square feet

b. Inspections

Electric	\$50.00	_____
Plumbing	\$50.00	_____
HVAC	\$50.00	_____
Construction	\$50.00	_____
Fire	\$50.00	_____

c. Oklahoma Uniform Building Code Commission Inspection Fee  
\$4.00 x number of inspections \_\_\_\_\_

d. Oklahoma Uniform Building Code Permit Fee \$4.00 \_\_\_\_\_

e. Oklahoma State Permit Fee \$5.00 \_\_\_\_\_

f. Utility Connections

Water Tap \_\_\_\_\_

Sewer Tap \_\_\_\_\_

*Note: Both Water and Sewer Tap fees will be determined by a representative of the City of Atoka.*

Utility Deposit \_\_\_\_\_

*Note: All building permit and inspection fees will have to be made before a permit can be issued. Payment for utility connections have to be made, or payment arranged before a work order will be issued. The utility deposit has to be made before any such service is turned on.*

Grand Total \_\_\_\_\_

*Commercial Remodel and New Construction Building Permit*

I hereby certify that the statements in this building permit application and all attachments hereto are true and correct to the best of my knowledge and belief, and that all construction will conform to the attached plans, specs, and drawings. I further agree to comply with all City Ordinances pertaining to the building, Subdivision Regulations and Zoning Requirements. Any misrepresentations of these statements will void this permit.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement Officer's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Inspector's Approval

\_\_\_\_\_  
Date

Assigned Permit # \_\_\_\_\_