



Residential Building Applications

Each application will need a rendered drawing of the structure, including the total number of rooms, room sizes, door placement, total square feet of the structure, and anything that will help us during the inspection process.

If the structure is going to be sold or rented each MEP contractor must be state licensed. If you are going to live in the structure yourself you can do the work yourself.

*Before any work begins make sure all your MEP contractors have their city license.

To obtain a city license, a copy of the State-Issued License, valid Driver's License, and a copy of their Insurance is needed. The license fee is \$100.00 per year. General contractors will not usually have a state license, but they must obtain a city license.

Building permit fees are based on square footage at a rate of 25 cents per square foot, this includes garages, carports etc.

Inspections are completed at the 50% walkthrough and final walkthrough with the following fees for each inspection type:

Construction Inspections \$50

Electrical Inspections \$54

Gas Inspections \$54

Mechanical Inspections \$54

Plumbing Inspections \$50

(Most new builds have at least 2 of each inspection.)

Be sure the contractor calls for the needed inspections. The 50/50 walkthrough is very important this should be done before the walls are finished out so that wiring and plumbing can be inspected. Failure to complete the 50/50 inspection may result in the city inspector asking the contractor to remove any wall covering which could be a costly delay. This is an important step in the building process. Please call a couple of days in advance to schedule your inspections, depending on scheduling, they may not be done the same day.

Make sure you get a copy of the required setbacks so your structure will be placed on the property in accordance to the city regulations. Homes must be at least 1000 square feet. Metal homes will need to be covered 100% of the front facing the street and on a corner lot, 100% of the front and side facing the street, and 25% on the remaining side(s). The back can be left metal. Any water or sewer taps that are needed will be set up with the water department. There will be additional fees for that as well.

Building/Remodel applications are only for the specific permit and inspection as listed on the initial app.



Residential Remodel and New Construction Building Permit Application

Date: _____

Project Address: _____

Property Owners: _____

Address: _____

Contact Phone Number: _____

Type of Permit:

_____ New

_____ Remodel

_____ Addition

Contractor Information

Business Name: _____ Phone Number: _____

Contact Person: _____

Address: _____

MEP Contractors

Electrical Company: _____

Contact Name and Phone Number: _____

Plumbing Company: _____

Contact Name and Phone Number: _____

Mechanical Company: _____

Contact Name and Phone Number: _____

Tim Wiley
Code Enforcement Officer
580-889-3341 x4

Ron McIninch
Code Enforcement Officer
580-889-3341 x29

Square Feet _____ X 25 cents = Total _____

Construction Inspections _____ X \$50.00 = Total _____

Electrical Inspections _____ X \$54.00 = Total _____

Gas Inspections _____ X \$54.00 = Total _____

Plumbing Inspections _____ X \$50.00 = Total _____

HVAC Inspections _____ X \$54.00 = Total _____

Total All: _____

Code Enforcement Officer

Date

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