



Attention

**Due to the current outbreak of COVID-19,
Blanchard City Hall will be closed to the public.**

Instructions For Submitting Forms/Supporting Documents:

1. Download this form and save it to your desktop
2. Open the form from your desktop, fill it out, & save
3. Email the form and supporting documents to:

permits@cityofblanchard.us

If you have fees associated with your form you can:

- Mail to: City of Blanchard
PO Box 480
Blanchard, OK 73010
- Drop in one of the two drop-boxes:
 - o Alley Behind City Hall Parking Lot
 - o City Hall front entrance along Main St

Contact us at (405) 485-9392 if you require additional assistance and we will try to help. – City Hall Admin.



City of Blanchard - Page 1

Commercial/Industrial/Office Building Permit

Building permits are required for all property improvements including additions to existing structures. Upon approval by the City of Blanchard, building permits are valid for six months. If building is not complete within six months, a new permit must be obtained or a written request for extension submitted and approved.

All building permit applications must be submitted with the following information:

Warranty or Quit Claim Deed – must include book and page number.

-If property is not in a platted subdivision, the deed must be either

(a) five years or older OR

(b) submitted with evidence regarding legal lot split approval

-If not the legal owner of the property, written and notarized permission from the legal owner(s) of the property must accompany the application

Easements to access the property, if applicable

Percolation / Soil Test from ODEQ, if applicable – contact (405) 702-6222

Site Plan of entire property, including the following information:

-Drawn to scale of no greater than 1 in. = 100 ft. on no less than 8.5" x 11" paper

-Physical address of property

-Vicinity map

-Easement(s) and/or right(s) of way, with widths

-Property/lot lines with dimensions, location of proposed structure, and location and square footage of all existing structures

-Building lines showing all required setbacks for front, side, and rear yards

-Center line and width of adjacent streets

-Driveway location and length

-North arrow for reference

Storm Water Site Development Plan – if applicable, in accordance with the City of Blanchard's Erosion Control Ordinance #2004-17, as well as all ODEQ storm water regulations

Floodplain Development Permit Application, if part of construction site is located in the floodplain

Driveway Permit Application, if intersecting a section line road

Plan Review Fee – \$100.00



City of Blanchard - Page 2

Commercial/Industrial/Office Building Permit

Building Inspections:

1. 24 hours notice required for all inspection requests - Call (405) 485-9392
2. A contractor licensed with the State of Oklahoma and the City of Blanchard must request inspections for the following:
 - Electrical -- Temporary Pole, Rough-In, Temporary Electric Final , Final
 - Plumbing -- Ground, Top-Out, Final
 - Mechanical -- Ground, Top-Out, Final
 - Roofing
3. The builder must request foundation, frame, and final building inspections.

All required inspections must be passed before the final inspection may be conducted and a Certificate of Occupancy issued. An Occupancy Permit is required upon completion of structure and after all other required inspections have been conducted and passed by the City Inspector.

Any permits issued in violation of any ordinance or statute shall be void and no rights or immunities shall be acquired thereby. Nothing in the permit shall be construed to convey or impair the City's rights of maintenance and repair of its utility easements. Destruction of any permanent or temporary structure placed on or over any of the City's easements by virtue of this permit which is occasioned by said maintenance or repair shall be at the expense of the permit holder, his/hers heirs, or assigns.

Please call (405) 485-9392 to schedule an inspection. The cost of the inspections is included in the cost of the building permit.

Sewer Lines - Building/developers are responsible for checking the elevation of sewer lines for adequate gravity flow. If sanitary sewer hookup is not available, a percolation test must accompany the building permit application.

Before Beginning Work

- Post address and building permit in the front yard or entrance to property. Failure to do so may delay inspections
- Call Okie One - 1-800-522-6543 for free utility locates and spots prior to digging.
- Absolutely NO construction, footing inspections, and/or pours will be allowed without an approved building permit.

Note

The electric and gas company will NOT set a temporary or permanent meter unless it has been released by the City of Blanchard. All builders and property owners are responsible for locating the pins and marking the property/lot lines on building locations.



City of Blanchard - Page 3

Commercial/Industrial/Office Building Permit

Permit Number: _____

Owner Information

Name: _____

Phone: _____

Address: _____

City, ST, Zip: _____

Email: _____

Contractor Information

Name of Individual or Business: _____

Address: _____

City, ST, Zip: _____

Email: _____

Phone: _____

Location

Street Address: _____

Zoning Classification: _____

Section: _____ Township: _____ Range: _____ Subdivision: _____

Lot: _____ Block: _____ Lot Size: _____ SF New/ Added Building Footprint: _____ SF

Front Yard Width: _____ Setback: _____

Side Yard Width: _____ Setback: _____ Corner Lot? Yes No

Rear Yard Setback: _____

Utilities

Public Sewer Yes No

Public Water Yes No

Liquefied Petroleum Yes No

Septic System Yes No

Well Water Yes No

Electric Provider _____

Aerobic System Yes No

Natural Gas Yes No

Gas Provider _____



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Commercial/Industrial/Office Building Permit

Structure Type

_____ Office _____ Industrial Facility _____ Commercial Facility _____ Other

Driveway & Parking

_____ Concrete _____ Asphalt _____ Chip&Seal

_____ Total # of spaces _____ Total # of ADA spaces

Specialty Contractors

Mechanical Contractor _____ City: _____ Phone: _____

Electrical Contractor: _____ City: _____ Phone: _____

Plumbing Contractor: _____ City: _____ Phone: _____

Roofing Contractor: _____ City: _____ Phone: _____

I HEREBY CERTIFY THAT THE STATEMENTS IN THIS APPLICATION AND THE ATTACHMENTS HERETO ARE TRUE AND CORRECT AND THAT THE PROPERTY OWNER HAS GIVEN PERMISSION FOR THIS WORK TO PROCEED. I FURTHER CERTIFY THAT ALL CONSTRUCTION WORK UNDER THIS PERMIT WILL CONFORM TO THE ATTACHED PLANS, SPECIFICATIONS AND DRAWINGS AND TO THE CODES AND ORDINANCES OF THE CITY OF BLANCHARD, AND THAT ALL MECHANICAL, ELECTRICAL, AND PLUMBING CONSTRUCTION SHALL BE PERFORMED BY CONTRACTORS LICENSED BY THE STATE OF OKLAHOMA AND LICENSED WITH THE CITY OF BLANCHARD.

Name: _____ Signature: _____ Date: _____

Submission Checklist (for office use only – all spaces must be checked before acceptance of application)

- | | |
|--|--|
| <input type="checkbox"/> Accurate, Complete Application | <input type="checkbox"/> Utility Service Agreement Completed (if applicable) |
| <input type="checkbox"/> Warranty or Quit Claim Deed | <input type="checkbox"/> Easements Used to Access Property (if applicable) |
| <input type="checkbox"/> DEQ Percolation/Soil Test (if applicable) | <input type="checkbox"/> Driveway Permit Completed (if applicable) |
| <input type="checkbox"/> Building Plans | <input type="checkbox"/> Storm Water Site Development Plan (if applicable) |
| <input type="checkbox"/> Site Plan (in accordance with all requirements) | <input type="checkbox"/> Floodplain Development Permit Application Completed (if applicable) |

_____ Plan Review Fee Paid **\$100.00** Fee Accepted By (signature): _____



City of Blanchard

Commercial Building Permit Payment Calculation

Building Permit Fees

Applicant: _____ Permit #: _____

<i>Upon Delivery of Application</i>	Plan Review Fee	\$100.00
TOTAL DUE UPON DELIVERY OF APPLICATION		\$100.00

<i>Upon Review and Acceptance of Application</i>	TOTAL SQUARE FOOTAGE: _____	
	Structure Fee = \$.06 per sq ft.	\$ _____
	Mechanical Permit Fee = \$.06 per sq ft.	\$ _____
	Electrical Permit Fee = \$.06 per sq ft.	\$ _____
	Plumbing Permit Fee = \$.06 per sq ft.	\$ _____
	Building Permit Fee	\$20.00
	Tornado Siren Fund	\$25.00
	Inspection Deposit (refundable upon issuance of occupancy permit)	\$100.00
	State Uniform Building Code Fee \$4.50 x _____ quantity of permits (structure, mechanical, electrical, plumbing)	\$ _____
TOTAL BUILDING PERMIT FEES		\$ _____

<i>Utility Fees</i>	Utility Deposit (\$100 per meter)	\$ _____
	Water Well (\$25, if applicable) _____	
	1" Water Tap (\$839 per meter) _____	
	Water Impact (\$625 per meter/tap) _____	
	Water Total	\$ _____
	Sewer Tap (\$35 per tap) _____	
	Sewer Impact (\$625 per tap) _____	
	Sewer Total	\$ _____
TOTAL UTILITY FEES		\$ _____
TOTAL PERMIT FEE		\$ _____

Permit Fees Received By: _____

Plan Review Complete and Building Permit Approved:

City Planner: _____ City Inspector: _____ City Clerk: _____