



APPROVED

DENIED

DATE _____

INSPECTOR _____

APPLICANT INFORMATION

APPLICANT/COMPANY:	CONTACT:
ADDRESS:	CITY/ST/ZIP:
PHONE:	EMAIL:

PROJECT INFORMATION

TYPE OF PROJECT (CHECK ONE): SHOPS, STORM SHELTERS AND POOLS REQUIRE SEPARATE PERMITS

NEW CONSTRUCTION REMODEL/ALTERATION/ADDITION

LOCATION & DESCRIPTION

PROJECT ADDRESS:	SUBDIVISION:	LOT:	BLOCK:
PROJECT COST: \$	SQ. FT UNDER ROOF:	SQ. FT INSIDE:	STORM SHELTER:
			NO. FLOORS:

CONTRACTOR INFORMATION (COMPANY AND PHONE NUMBER): CONTRACTORS OTHER THAN BUILDER MUST PULL THEIR OWN PERMITS BEFORE WORK STARTS

BUILDER: (IF NOT OWNER)	PLUMBING:
ELECTRICAL:	MECHANICAL:

UTILITY INFORMATION

NEW CONSTRUCTION

TYPE OF WATER METER:	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> WELL (REQUIRES PERMIT)	SIZE OF WATER METER:	<input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2" <input type="checkbox"/> N/A
TYPE OF NATURAL GAS	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	SIZE OF GAS METER (CFH):	<input type="checkbox"/> 250 <input type="checkbox"/> 425 <input type="checkbox"/> 650 <input type="checkbox"/> OTHER <input type="checkbox"/> N/A

UTILITY SERVICE

<input type="checkbox"/> TUTTLE WATER	<input type="checkbox"/> WELL	<input type="checkbox"/> RURAL WATER #6	<input type="checkbox"/> EXISTING	TIN HORN	<input type="checkbox"/> YES	<input type="checkbox"/> NO	REQUIRES PERMIT
<input type="checkbox"/> OEC	<input type="checkbox"/> PSO	<input type="checkbox"/> TUTTLE GAS	<input type="checkbox"/> PROPANE	FIRE SPRINKLER/SUPPRESSION SYSTEM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<input type="checkbox"/> TUTTLE SEWER	<input type="checkbox"/> AEROBIC	<input type="checkbox"/> LATERAL LINES		STORM SHELTER/SAFE ROOM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	REQUIRES PERMIT

SUBMITTAL INFORMATION

- RESIDENTIAL APPLICATIONS REQUIRE ONE FULL SET OF PLANS DRAWN TO SCALE AND 1 PDF SET (USB, CD OR EMAILED).
- TO PROCESS YOUR PERMIT APPLICATION IN A TIMELY MANNER, IT IS ESSENTIAL TO PROVIDE COMPLETE AND ACCURATE INFORMATION. PROCESSED IN 5 BUSINESS DAYS.
- USE THE CHECKLIST BELOW TO VERIFY ALL PLAN REQUIREMENTS AND DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION.
- ALL DOCUMENTS INDICATED MUST BE SUBMITTED FOR AN APPLICATION TO BE ACCEPTED AND SUBSEQUENTLY REVIEWED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

PLAN INFORMATION

DIMENSIONED PLOT PLAN (LOT SIZE, LOCATION OF WATER, SEPTIC AND STRUCTURES)	ENGINEERED FOOTING DESIGN
<ul style="list-style-type: none"> PROJECT ADDRESS LOCATION & DIMENSIONS (IN FEET) OF ALL PROPERTY, RIGHT-OF-WAY LINES, PUBLIC & PRIVATE EASEMENTS NO LARGER THAN 11 X 17 – NO EXCEPTIONS 	<ul style="list-style-type: none"> PROJECT ADDRESS ENGINEERSTAMP NO LARGER THAN 11 X 17 – NO EXCEPTIONS
FLOOR PLAN	ELEVATION AND DESCRIPTION
<ul style="list-style-type: none"> ALL ROOMS, DOOR SWINGS, WINDOWS, EXISTING WALLS, PROPOSED WALLS, ELECTRICAL, PLUMBING, MECHANICAL 	<ul style="list-style-type: none"> VIEW OF STRUCTURE & COMPOSITION OF MATERIALS
CONTRACTOR INFORMATION	DEQ FORM FOR SEPTIC OR AEROBIC SYSTEM (IF APPLICABLE)
<ul style="list-style-type: none"> COMPANY AND PHONE NUMBER (ABOVE) MUST BE LICENSED WITH THE CITY OF TUTTLE 	<ul style="list-style-type: none"> MUST PROVIDE SIGNED DEQ FORM 641-5815P
INSPECTIONS: TO BE CALLED IN BY EACH TRADE – 2 BUSINESS DAYS IN ADVANCE	OTHER PERMITS REQUIRED
	<ul style="list-style-type: none"> TINHORN/DRIVEWAY, SHOP, STORM SHELTER, POOL

PLAN REVIEW CHECKLISTS	PLOT PLAN	FLOOR PLAN	FOOTING	ELEVATION	DESCRIPTION	DEQ FORM	OTHERS
NEW CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMODEL/ALTERATION	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> PLANS – NO LARGER THAN 11 X 17 – NO EXCEPTIONS 							
REMODEL/ADDITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> PLANS – NO LARGER THAN 11 X 17 – NO EXCEPTIONS 							

BUILDING(S) CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.

INITIAL: BY SIGNING THIS FORM, YOU ACKNOWLEDGE THE BUILDING PLANS SUBMITTED COMPLY WITH NEIGHBORHOOD COVENANTS AND ALL REQUIREMENTS, APPLICABLE CODES, AMENDMENTS AND ORDINANCES SET FORTH BY TUTTLE CITY COUNCIL and THE STATE OF OKLAHOMA.

APPLICANT SIGNATURE: _____ DATE: _____
 BUILDING INSPECTOR: _____ DATE RECEIVED: _____