



APPROVED

DENIED

DATE \_\_\_\_\_ INSPECTOR \_\_\_\_\_

**APPLICANT INFORMATION**

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

**PROJECT INFORMATION**

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

NEW CONSTRUCTION

REMODEL/ALTERATION/ADDITION

**LOCATION & DESCRIPTION**

PROJECT ADDRESS:	SUBDIVISION:	LOT & BLOCK:		
PROJECT COST: \$	SQ. FT UNDER ROOF:	SQ. FT INSIDE:	SQ. FT PARKING:	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"/> 1 1/2"	<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**

- COMMERCIAL 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**

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

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

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 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: \_\_\_\_\_