



Building Permit Application

1. Complete the Application for Plan Examination and Building Permit page as complete as possible. Return to Marlow City Hall. Building Permits typically take 5-7 days to complete.
2. Expose property pins or provide a survey for inspection. Failure will delay the building permit process.
3. Provide a plan review document (drawing, survey, schematic) of new addition or at least a sketch of property with new addition clearly marked (see sample). Failure will delay the building permit process.

Inspections

For projects that include work on water, sewer, gas or electrical services, inspections will be required. It is the responsibility of the owner or designee (contractor) to schedule inspections with the City. There are as many as two electrical (rough-in, final); three plumbing (rough-in, top-out, final); and two mechanical (not performed by City) inspections (rough-in, final).

There will be an additional \$25 charge per inspection.

Set-back restrictions

The City of Marlow Code of Ordinances specifies set backs to the property lines for all construction. Failure to adhere to these codes will result in delay and up to denial of the building permit.

Set backs are:

25 feet from the front property line

10 feet from rear property line or easement

5 feet from side (neighboring) property line

10 feet from alley or street side property line for corner lots

Demolition Permits Requirement – Before a demo permit can be issued, the sewer must be capped by a licensed plumber (see application form) and inspected by the City of Marlow.

Permit Fee: (does not include \$4 state fee)

New Construction/Addition

0-3,000 square feet \$250

3,001-5,000 square feet \$400

5,001 square feet or more \$500

New Modular Home \$200

Permanent Attached Accessory \$ 90 (includes fence, pool, permanent shed, permanent carport)

Portable Accessory \$ 50 (includes portable shed, portable carport, etc.)

Moving of Structure \$125

Demolition \$ 50

Commercial fee schedule included in plan review with staff

Questions about permit application – 580-658-5401



Application For Plan Examination And Building Permit

Address: _____ **Zoning :** _____

Type of Permit: (circle one)

- New Building
- Addition
- Demolition
- Moving
- Street Cut
- EV Charging Station
(licensed electrician req.)

Residential: (circle one)

- Dwelling
- Garage
- Carport
- Pool
- Shed
- Fencing
- Other: _____

Materials: (circle one)

- Wood
- Concrete
- Steel
- Other: _____

Dimensions of Construction: _____

Total Square Feet added: _____

Number Of Stories: _____

Square Feet of Property: _____

<u>Electrical:</u> (circle one)	
120/240 30	200 amp
100 amp	
____ Underground service	
____ Overhead Service	
____ Upgrading Existing Service	

Sewer:

Tap: \$ _____
Main: _____

Water:

Meter Size: _____
Meter Cost: _____

Demo Only

Sewer Cap:

Name of Plumber: _____
Phone #: _____

Estimated Cost of Construction: \$ _____

Applicant and Contractor Information:

Name:	Address: street, city, state and zip code	Phone#:
Owner:		
Architect:		
Electrician:		
Plumber:		
Mechanical:		

Comments: _____



NOTICE FOR CONTRACTORS/VENDORS SALES TAX

Please note that in 2003, THE Oklahoma State Legislature amended sales tax collections to be assessed at the point of delivery.

This means that all products delivered to a point within the city limits must be submitted to the City of Marlow as sales tax to this city.

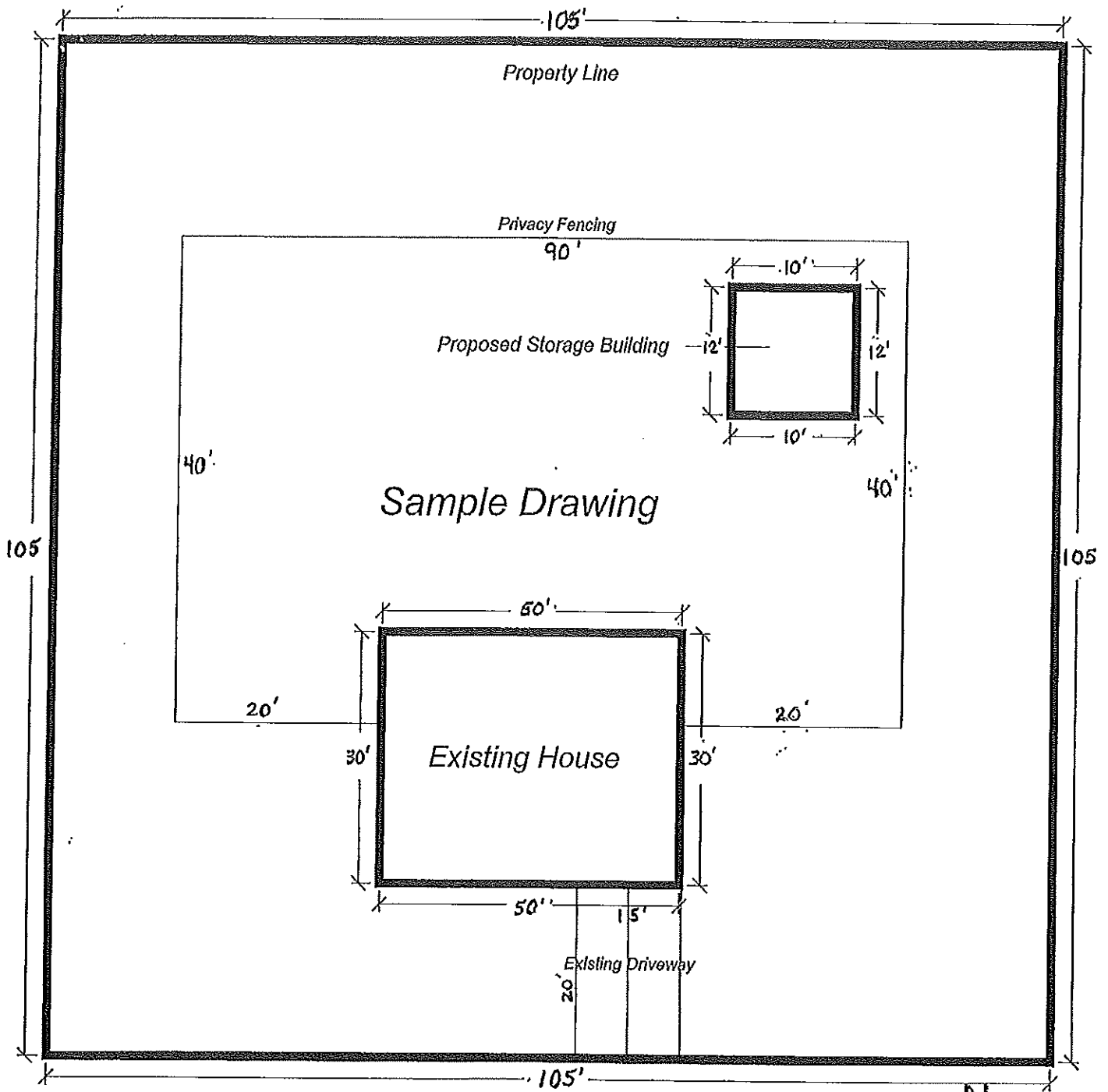
Homeowners and building permits applicants should be aware that all building material delivered to a site inside the city limits must have sales tax allocated by their contractor to the City of Marlow.

Please watch all invoices and ask that sales tax be allocated properly so that our city may continue to enjoy services provided through sales tax monies.

Respectfully,

Jason McPherson

City Administrator



Owner: _____
 Address: _____
 Phone #: _____
 Lot Size: _____

