



HOW TO OBTAIN A BUILDING PERMIT

WHAT WILL CAUSE DENIAL OR DELAY IN OBTAINING A PERMIT

1. Not exposing all property pins for visual inspection to properly identify for set back restrictions
2. Not following the proper rules to stay within the set back restrictions
3. Not completing all paperwork given in building permit packet
4. Not providing a sketch of the existing and proposed improvements including measurements

OTHER REQUIREMENTS AFTER BUILDING PERMIT IS ISSUED

1. Two phases of Electrical Inspection (Rough – In and Final Inspection)
 2. Three phases of Plumbing Inspection (Rough-In , Top-Out, and Final)
 3. Two phases of Mechanical Inspection (Rough-In and Final Inspection)
- **Homeowner is responsible for calling in all inspections. If concrete is being poured without inspector on site, must have photos showing where steel and wire were used in the concrete

COST OF BUILDING PERMIT

VALUE	FEE
Up to \$500	Permit + \$4 State Fee
\$500 - \$8,000	\$12.50
\$8,001 - \$50,000	\$12.50 + \$1.75 / 1000
\$50,001 – and higher	\$86.00 + \$1.25 / 1000

SET BACK RESTRICTIONS

1. 25' From front of property line
2. 10' From rear of property line
3. 5' From each side(Interior) of property line.
4. 10' From alley or street side of property line(Corner Lot).

Demolition Permit

Demo Permit Requirements: before the permit is issued the sewer must be capped by a licensed plumber (provide a name and phone number of the plumber used) and inspected by a City of Marlow employee.

CITY ORDINANCE, SECTION 4-10

There will be an additional \$10 charge per inspection (electric, water, sewer)

If you have any questions about the permit process feel free to contact:

Marlow Fire Department (580) 658 – 2121



BUILDING PERMIT

Permit #: _____

Date: _____

Name: _____

Address: _____

Estimated Value of Construction: _____

Value	Fee Schedule
\$501-\$8,000	\$12.50
\$8,001-\$50,000	\$12.50 + \$1.75 per \$1,000
\$50,001-\$100,000	\$86.00 + \$1.25 per \$1,000
Over \$100,000	\$148.50 + \$.75 per \$1,000

Building Permit Fee (City)	_____
Okla. Uniform Bldg Code Commission	_____
Utility Service Deposit	_____
Water Meter	_____
Sewer Tap	_____
Inspection Fees (City)	_____
Total	\$ -

This permit is hereby approved upon the review of the submitted Application for Plan Examination and Building Permit. This document is valid upon the signature of the City of Marlow, Code Administration.

City Administrator



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



Application For Plan Examination And Building Permit

Address: _____ **Zoning :** _____

Type of Building: (circle one)

- New Building
- Addition
- Demolition
- Moving

Residential: (circle one)

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

Materials: (circle one)

- Wood
- Concrete
- Steel

Dimensions of Construction: _____

Total Square Feet: _____

Number Of Stories: _____

Square Feet of Property: _____

Electrical: (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: _____

PLANNING REVIEW

RESIDENTIAL

COMMERICAL

REQUESTING PARTY:

NAME: _____ DATE: _____

ADDRESS: _____ PROJECT: _____

PHONE: _____ PLANS: _____

REVIEW MATERIAL

_____ 1. Flood Plain _____

_____ 2. Easement _____

_____ 3. Water _____

_____ 4. Electric _____

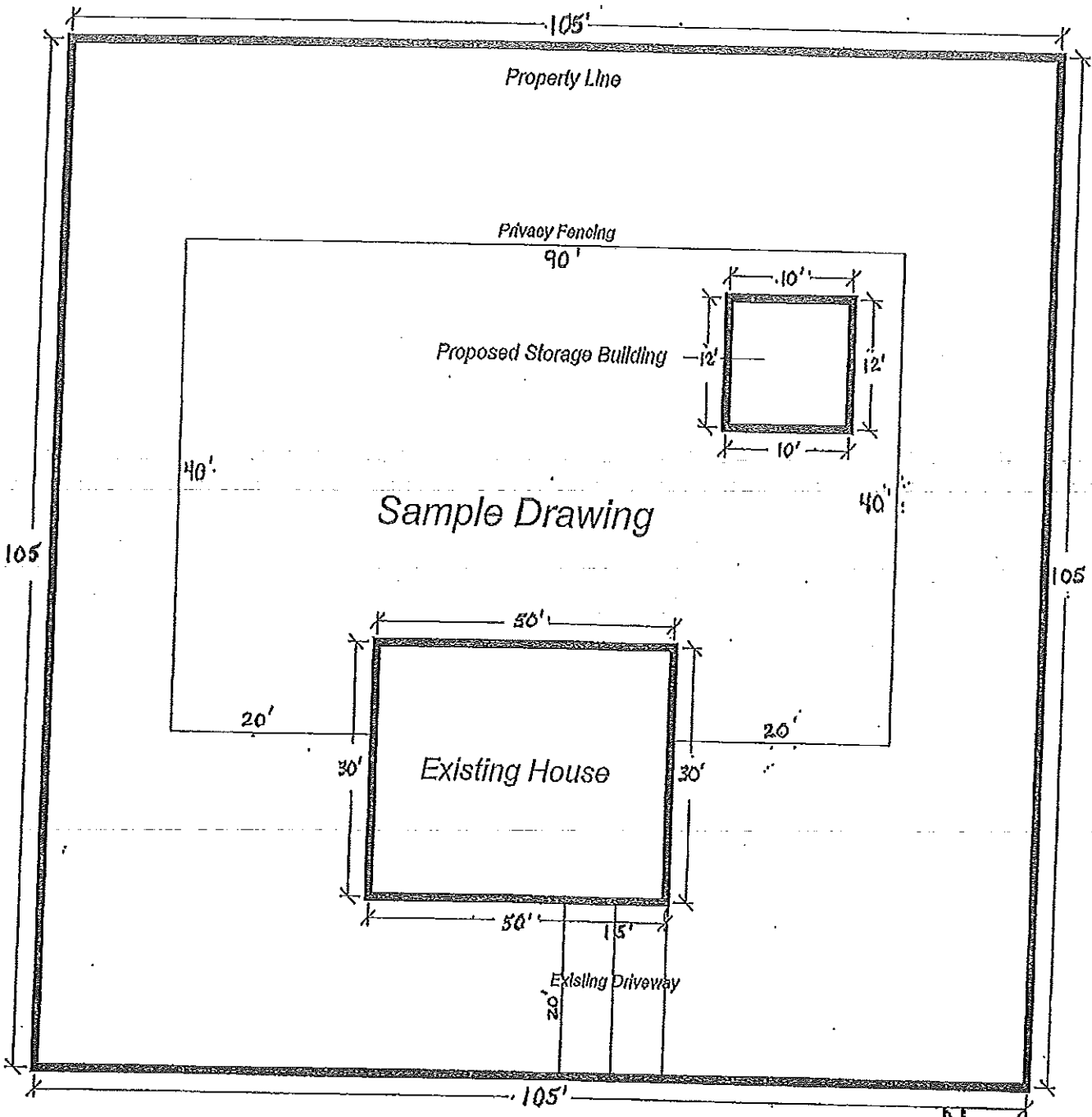
_____ 5. Call Okie has been notified _____

_____ 6. Set Back Restrictions

- 25' from the front of property line
- 10' from the rear of property line
- 5' from each side of property line, interior
- 10' from alley or street side of property line, corner lot

OTHER: _____

Signature of the Requesting Party if any Variances _____



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

