



HOW TO OBTAIN A BUILDING PERMIT

WHAT WILL CAUSE DENIAL OR DELAY IN OBTAINING A PERMIT

1. Not marking 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 (see below)*
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)
- **Applicant 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

Before the permit is issued the sewer must be capped by a licensed plumber (inside 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 \$25 charge per inspection (electric, water, sewer)

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

City Hall – 580-658-5401

Marlow Fire Department – 580-658-2121



Application For Plan Examination And Building Permit

Address: _____ **Zoning :** _____

Type of Permit: (circle one)

- New Building
- Addition
- Demolition
- Moving of Structure
- Street cutting

Residential: (circle one)

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

Materials: (circle one)

- Wood
- Concrete
- Steel
- Other: _____

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: _____



NOTICE FOR CONTRACTORS/VENDORS SALES TAX

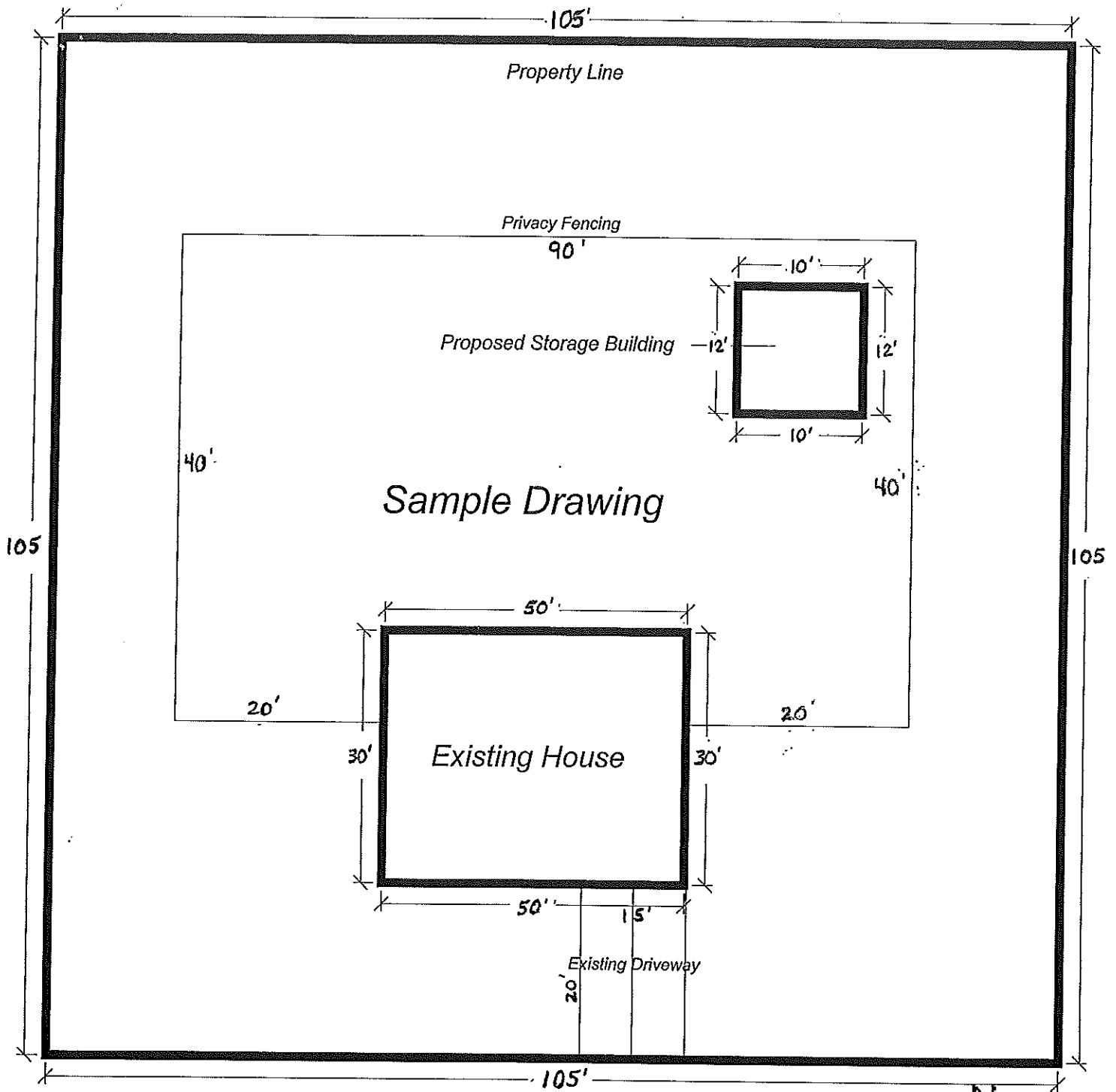
Please note that in 2003, THE Oklahoma State Legislature amended sales tax collections to be assessed at the point of delivery.

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.

**Jason McPherson
City Administrator**



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

