

Certificate of Occupancy Instructions

Submittal Process:

1. Complete the Certificate of Occupancy Application –

Fillable application is located Online at: glenpoolonline.com

Located under: Departments > Building Permits & Inspections > Permits & Applications > Certificate_of_Occupancy_Application

2. Submit Application & Required Supporting Documentation –

Required supporting documentation to include:

- Fully completed Certificate of Occupancy Application.
- Floor Plan - See attached example.
- A Site Plan may be required- See attached example.
- Copy of Valid Oklahoma Sales Tax Permit- (If Applicable)

E-mail completed application with supporting documentation to: permit@cityofglenpool.com

3. Pay \$50.00 Certificate of Occupancy Application Fee –

Payable by phone call 918-209-4610 to pay by Visa/Mastercard.

Cash "Exact Change Only"

Checks made payable to: City of Glenpool.

Mailed / Hand-delivered Payments:

City of Glenpool
Development Services Department -Second Floor
12205 S Yukon Ave
Glenpool, OK 74033

Hours of Operation

Monday – Thursday

7:30 A.M. – 12:00 P.M.

(Closed 12:00 P.M. – 1:00 P.M.)

1:00 P.M. – 5:30 P.M.

Friday

7:30 A.M. – 11:30 A.M.

Processing:

Properly submitted applications will be entered into the system and sent for review.

This process may take 7-10 business days.

During the review process if more information is required, we will reach out to the applicant.

Once the application is approved a permit will be e-mailed to the applicant for final signature.

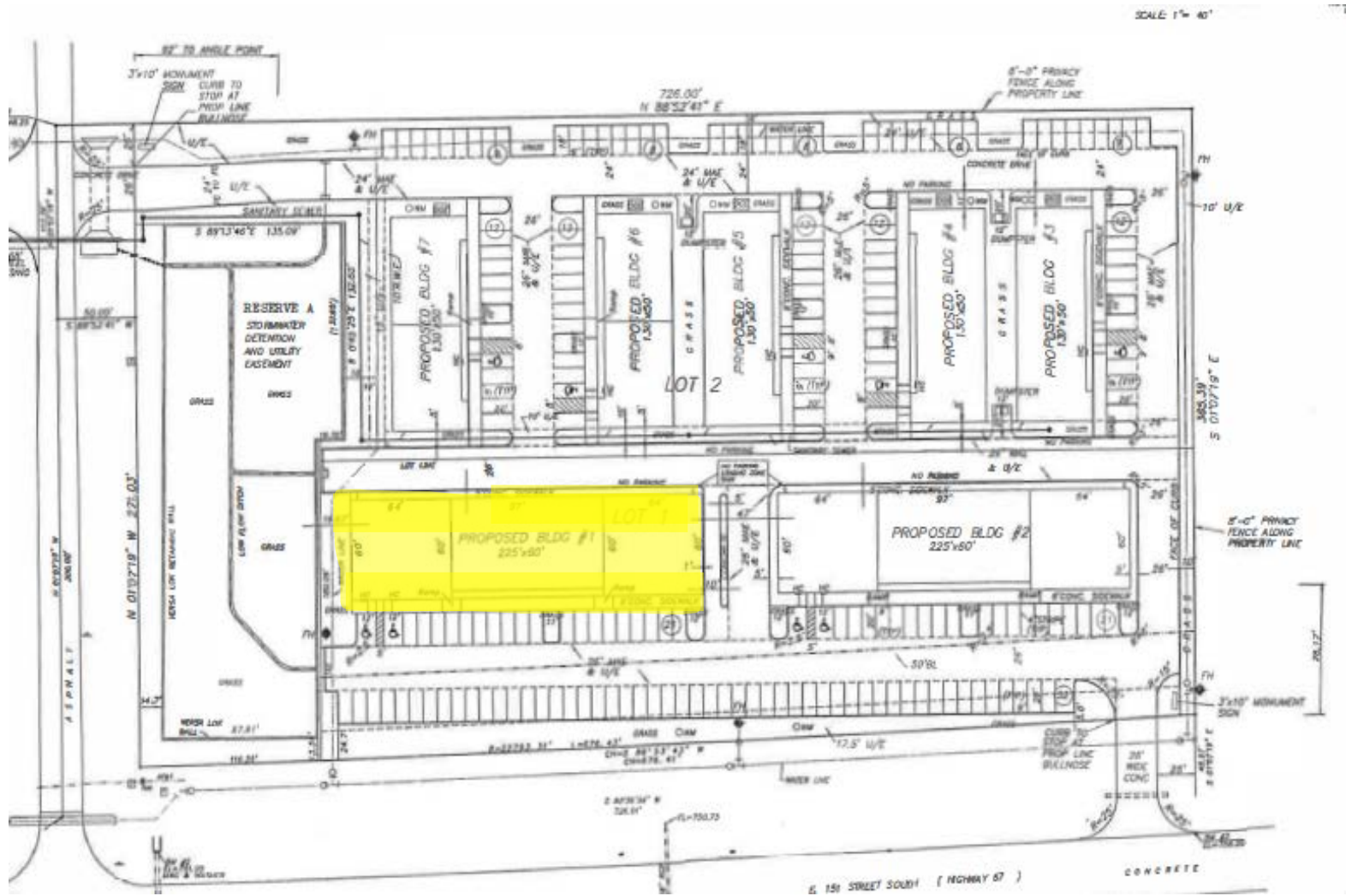
The applicant will sign and return the permit via e-mail to make the permit valid.

Next the applicant will schedule an inspection using the Inspection Request Form located online only.

glenpoolonline.com

Once the inspection(s) have been completed and passed the Building Official will issue the Certificate of Occupancy to the Applicant via E-mail.

Business Address: 1234 Oil Capital Lane STE # 101, 102, 103, 104, 105, & 106 Glenpool, OK 74033



Business Address: 1234 Oil Capital Lane STE # 100, 101, 102, 103, 104, & 105 Glenpool, OK 74033

The floor plan shows a rectangular building layout with the following details:

- Overall Dimensions:**
 - Top: 29' 4 1/2" (left), 35'-0" (center), 35'-0" (right)
 - Bottom: 10'-0" (left), 14'-0" (center), 15'-4 1/4" (right)
- Rooms and Areas:**
 - STE #100:** Located on the left side, containing an "OFFICE" and a "CLO." (closet).
 - STE #101:** Located in the bottom left, containing a "CLO." and a "BATH".
 - STE #102:** Located in the bottom center, containing two "OFFICE" spaces.
 - STE #103:** Located on the right side, containing an "OFFICE" and a "BATH".
 - STE #104:** Located in the top right, containing an "OFFICE" and a "CLO.".
 - STE #105:** Located in the top left, containing an "OFFICE" and a "CLO.".
- Corridors and Common Areas:**
 - A central corridor runs horizontally through the middle of the plan.
 - A vertical corridor runs through the center, connecting the horizontal corridors.
 - Various "CLO." (closets) are distributed throughout the plan.
 - Two "BATH" (bathrooms) are located in STE #101 and STE #103.
- Other Features:**
 - Multiple doors are indicated by arcs and labels like "SW" (swing) or "DOOR".
 - Small squares and circles represent furniture, equipment, or specific fixtures.

1st Floor Plan Details:

- Conference Room:** 210 sq ft, 6.07 m x 3.22 m
- Meeting Room:** 144 sq ft, 3.37 m x 3.98 m
- Reception:** 177 sq ft, 4.34 m x 2.41 m
- Kitchenette:** 71 sq ft, 2.41 m x 1.83 m
- Open Workspace:** 691 sq ft, 8.55 m x 8.07 m
- Open Area / Lounge:** 294 sq ft, 6.26 m x 4.70 m
- IT Room:** 24 sq ft, 3.76 m x 2.51 m
- Storage Closet:** 34 sq ft, 2.51 m x 1.37 m
- Office (Top Right):** 74 sq ft, 2.25 m x 3.07 m
- Office (Bottom Right):** 69 sq ft, 2.08 m x 3.07 m
- WC (Top Right):** 2.25 m x 2.08 m
- WC (Bottom Right):** 2.08 m x 2.08 m

Certificate of Occupancy **Glenpool** Application

City Of
Creating Opportunity

Permit Number: _____

*****Please Fill Out Application Thoroughly. Missing Sections Will Delay your Permit*****

Site Information

Property Address:	Suite #	Name of Business:
Reason for CO:	Business Use:	
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> New Business in Existing Space <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Name	<input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Wholesale	<input type="checkbox"/> Religious <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Other
		Total Sq. Ft.:
		Restaurant Dining Area Sq. Ft.:

Business Information:

Business Owner:		DBA:
Contact Name:		Contact Email:
Mailing Address:		Office #:
City/State:	Zip:	Cell #:

Description of Business (Services/operation of business):

Responsible Parties

Building Owner:	Office #:	Cell #:
Address:	Zip:	
City/State:	Email:	

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF THIS CERTIFICATE OF OCCUPANCY AND THE ISSUANCE OF MUNICIPAL CITATIONS. APPLICATION WILL EXPIRE AFTER SIX (6) MONTHS OF INACTIVITY (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).

*****ONCE THE ELCTRICITY, GAS (IF APPLICABLE) AND WATER ARE ACTIVE, PLEASE CALL OUR OFFICE TO SET UP A C/O WALK-THROUGH*****

RESPONSIBLE PARTY/TENANT NAME:

SIGNATURE:

(Must be completed by Tenant/Business Owner NOT Contractor)

CONTACT PHONE:	State Sales Tax ID #:	DATE:
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BELOW IS FOR OFFICE USE ONLY

Zoning / Zoning Notes:			
Flood Plain ?:	Other/Misc.:		
Conforming Non-conforming:	Use Classification:	Approved By:	Date:

12205 S. Yukon, Glenpool, OK 74033
 OFFICE: 918-209-4610 FAX: 918-209-4611
 E-MAIL: Permit@CityofGlenpool.com
www.glenpoolonline.com