

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.

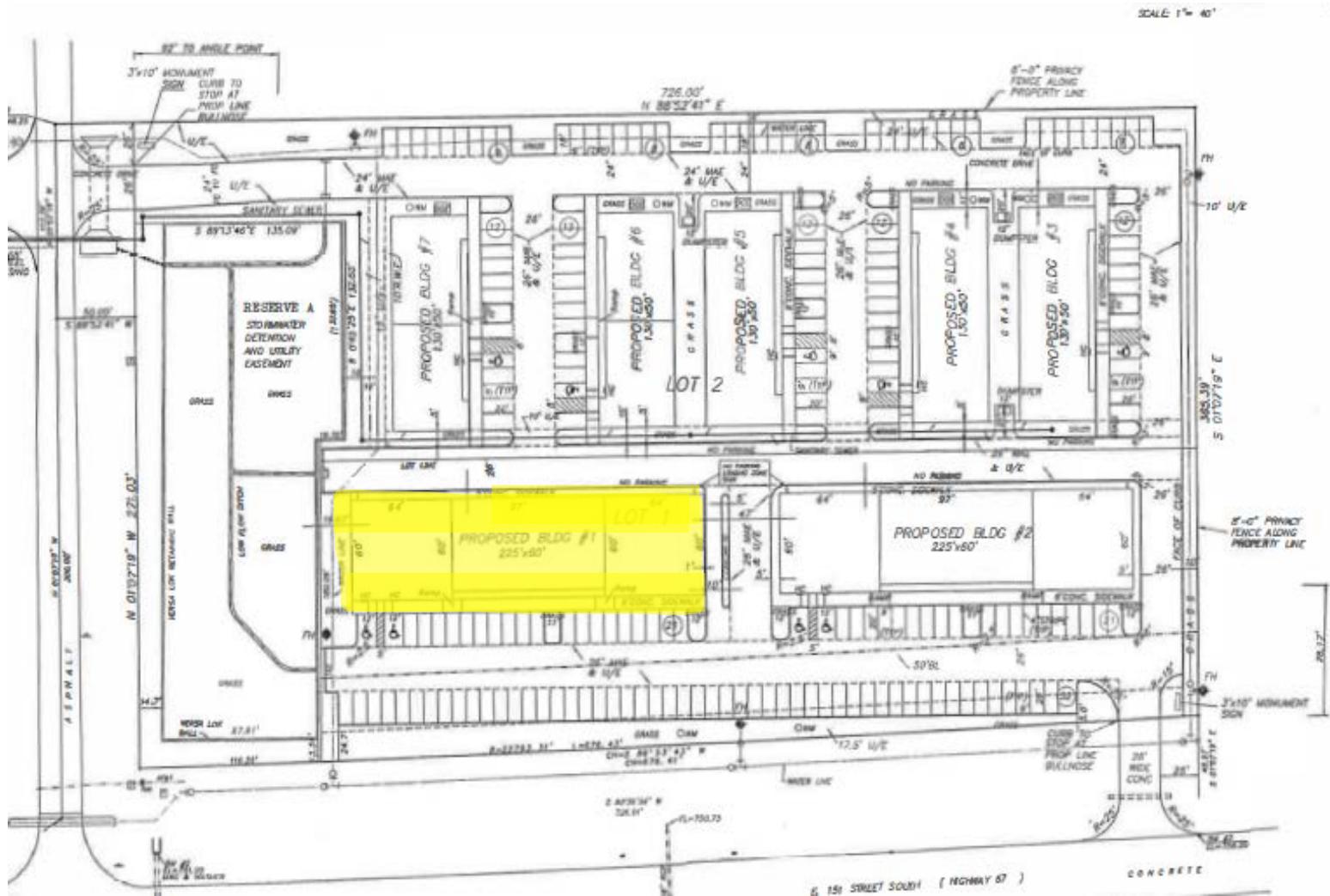
Next the applicant will schedule an inspection using the Inspection Request Form located online only.
glenpoolonline.com

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

SITE PLAN EXAMPLE

Business Name: **ABC INC**

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

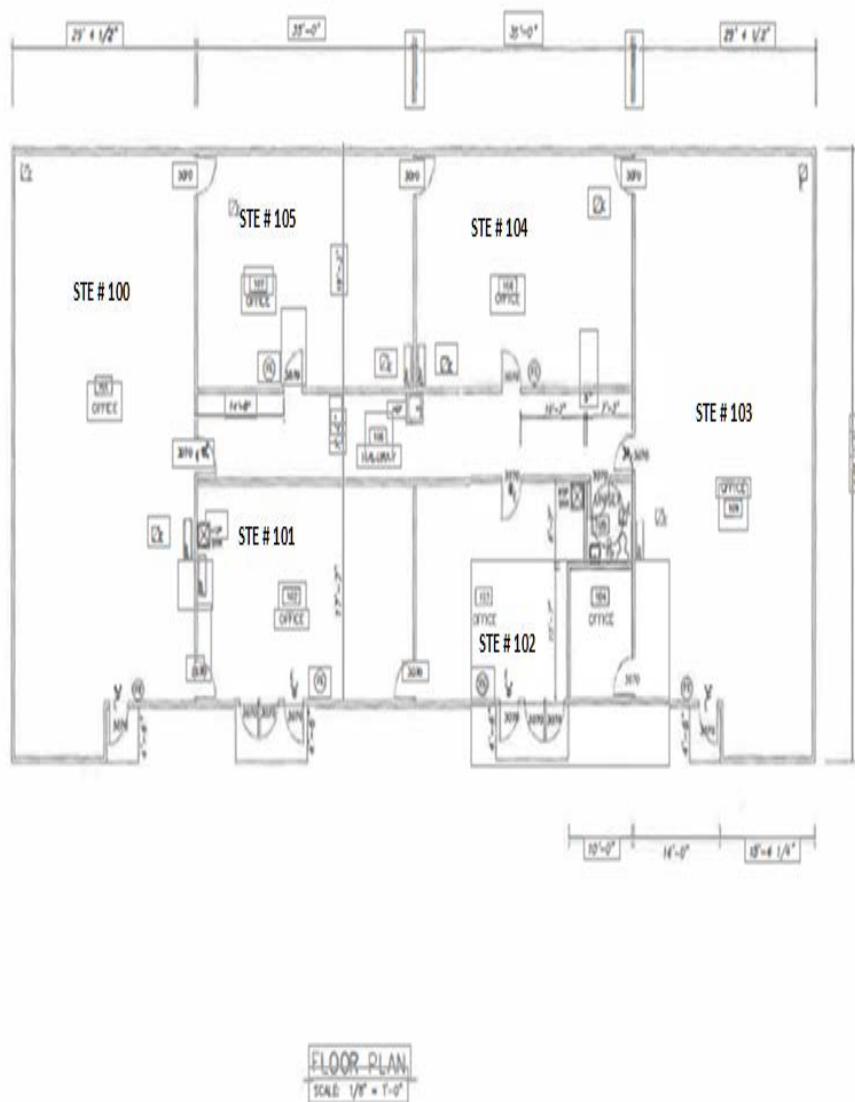


FLOOR PLAN EXAMPLE

Business Name: **ABC INC**

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

Example Floor Plan: A



Example Floor Plan: B



Certificate of Occupancy Application



Permit Number: _____

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

Site Information

Property Address:	Suite #	Name of Business:
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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 ELECTRICITY, GAS (IF APPLICABLE) AND WATER ARE ACTIVE, PLEASE CALL OUR OFFICE TO SET UP A C/O WALK-THROUGH*****

RESPONSIBLE PARTY/TENANT NAME: <i>(Must be completed by Tenant/Business Owner NOT Contractor)</i>	SIGNATURE:	
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CONTACT PHONE:	State Sales Tax ID #:	DATE:
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BELOW IS FOR OFFICE USE ONLY

Zoning / Zoning Notes:

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