

## **New Commercial Submittal Process**

- The Site Plan must be approved by Planning/Development and Zoning prior to the permit being reviewed. Additional items may be required such as zoning compliance or a Plat. Plats are a separate application. Site plan must include property lines, distance from property lines and **all easements in the subject site**. Also include a grading plan, erosion control plan, utility plan, paving plan, impervious surface area exhibit, irrigation plan, photometric plan, and landscape plan to be reviewed and approved during the Site Plan process.
- Permit Application can be completed on-line and sent to Community Development. Incomplete applications may not be accepted. Submit the application with the plans.
- The Building Permit Plans shall be designed by a design professional approved by the state and include structural design, mechanical, electrical, plumbing, life safety plan, site plan, floor plan, and front, rear and side architectural elevations (if applicable) that will be reviewed during the review process. All submittal must comply with the current adopted Code cycles. In addition, the plans submittal should have the following:
  1. Code summary sheet to include code cycle design codes, occupancy type, construction type, occupant loads, total building area, Square footage per floor and total, emergency exit details, fire rated construction (if applicable), all schedules (door, window etc.), sprinkled or non-sprinkled, and all other required information common for plan submittal. Adopted Codes: 2018 I Codes, 2017 NEC & OUBCC (see Title 10 for details)
  2. Documents showing the energy/building envelope design or energy design program documentation such as ComCheck or similar. A third party energy design/installer documentation will be accepted, if signed/stamped by a qualified person.
  3. Geo-technical Soil Survey or Engineered Foundation Design Plan-Stamped/Sealed, with soil type accepted by engineer for foundation type.
  4. 1 Paper Set and 1 Digital set of plans must be submitted. One digital set is acceptable if the documents are PDF by size of page. Paper set is to be 24"X36" Min. Size. The digital set must include all associated submittal documents in a PDF file. Stick drive accepted.
  5. Documents: Application, Utility Service agreement & Site Drainage Acknowledgment  
**\*Fire Alarm / Suppression Plans and Permits must be reviewed through the Fire Dept.**

Fire Department  
14536 S Elwood Avenue  
Glenpool, OK 74033  
Phone: 918-322-2172

- Pay Fees:
  1. Application Fees
  2. Plan Review Fees
- After these requirements are completed, then the Building Plan Review process can begin.
- After the review is complete, then you must pay the Building Permit Fees and any other unpaid fees. Then you will pick up your permit and the approved construction set of plans and may begin your project.
- The following are all separate permits from the Building Permit:
  1. Fence Permit
  2. Sign Permits
  3. Irrigation Permit
  4. Fire Alarm and Suppression System (sprinkler) Permits
  5. Right of Way Permit
  6. An Earth Change Permit is required for projects disturbing earth on the site.
- Before beginning work in the City Right of Way, you must pay any associated fees and obtain any required permits.

\*Please do not drop off plans without a department or destination and city contact or return correspondence contact information. Identify the type of plans sent: Building Plans, Civil Plans, Site Plan/Plat, Revision, etc. Submittals must be dated\*