



IMPORTANT ADDITIONAL
CONTRACTOR INFORMATION FROM
THE OKLAHOMA TAX COMMISSION

OKLAHOMA TAX COMMISSION



January 20, 2017

Contractor,

Congratulations on your project within the city limits of Newcastle. The Oklahoma Tax Commission and this city would like to remind you that materials delivered to your job site within the Newcastle city limits should currently be charged sales tax at a rate of 9%. (4.5% for the state of Oklahoma, .5% for McClain County, and 4% for Newcastle). If you are being charged a different rate than this, please notify your vendor to correct their invoicing.

Also note, there are areas of Newcastle that may have mailing addresses that state another municipality other than Newcastle, but that has no bearing on the correct sales tax jurisdiction that should be enforced. It's based on the physical address.

If vendors need more information on filing your tax, they can contact our Taxpayer Assistance Division at (405) 521-3160.

If you have further questions, please do not hesitate to contact me.

Oklahoma Tax Commission

Dave Francis
City/County Services, Account Maintenance Division
(405) 522-6600
dfrancis@tax.ok.gov

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CITY OF
NEWCASTLE, OKLAHOMA
APPLICATION FOR BUILDING PERMIT AND
CERTIFICATE OF OCCUPANCY

Permit Number	_____
	office use only
Date Received	_____
Receipt Number	_____
Approved Date	_____

Date: _____ **Zoning:** _____

Intended Use of Structure:

Home	Mobile Home	Storage	Commercial	Industrial	Remodel	Other

Use Classification: _____

Owner: _____ **Builder:** _____

Owner's Address: _____

Physical Address: _____

Name of Addition: _____ **Lot#** _____ **Block#** _____

Construction Intentions (circle): Erect Remodel Repair **Fire Class:** 4 4Y **No of Buildings:** _____

	Circle	Contractor	Year License	Comments
Electrical Amperage:	Yes No			
Mechanical:	Yes No			
Plumbing:	Yes No			
Natural Gas/Liquid Petro:	Yes No			
Septic:	Yes No			
Aerobic?	Yes No			

Sq Ft of Lot: _____ **Sq Ft of Construction:** _____ **Sq Ft of Existing Structures:** _____

Front Setback: _____ **Side Yards:** _____ **Public Water:** _____ **Private Well:** _____

PERC Test (if required): _____ **Public Sewer:** _____ **Site Plan with Dimensions:** _____

Full Set of Building Plans: _____ **If Commercial/Industrial Sign:** Yes ___ No ___

Signage Application Included: _____ **Copy of Warranty Deed:** _____ **Lot Split Deed Approval:** _____

Estimated Completion Date: _____ **Estimated Cost:** _____

Building Permit Fee: \$ _____ **Linkage Fee:** \$ _____ **OK Uniform Bldg Code:** \$4.00 **TOTAL:** \$ _____



ONE COMPLETE SET OF PLANS MUST BE SUBMITTED TO THE CITY OF NEWCASTLE
TEMPORARY ADDRESS MUST BE POSTED ON SITE



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Remarks: _____



**This IS NOT a permit!
 It should not be considered, nor is it accepted as, a license to proceed with work.**

Signature of Owner/Contractor: _____ Date: _____

Address: _____ Phone: _____

Email: _____ (REQUIRED – FOR PERMIT-RELATED USE ONLY)



All contractors must have their permits paid and issued BEFORE construction begins. All inspections shall be called in by the contractor by building permit number.

Approved by: _____

Building Inspector Signature & Date (Required)

City Planner Signature & Date (Required)

Residential or Commercial Checklist

Choose the checklist that applies. All documents indicated must be submitted for an application to be accepted and subsequently reviewed. Incomplete application packets will not be accepted.

RESIDENTIAL CHECKLIST

Site Plan – should reflect dimensions of entire lot, building structure(s) to be built, any existing structures, and front yard, side yards, rear yard setbacks, and driveways

Warranty Deed – deed showing proof of land ownership

Full Plan Set

Footing detail

Floor plan – dimensions of exterior and interior walls required

Trade plans – electrical plan and display of plumbing fixtures on floor plan

Exterior elevations – façades must be indicated.

Roof plan

Commercial Checklist – See Next Page



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COMMERCIAL CHECKLIST

Complete Set of Commercial Plans

Cover sheet

Plan set index sheet

Code analysis sheet

Civil Drawings

- Dimensioned Site Plans
- Grading Plans
- Drainage Plan and Study
- Site Utility Plans
- Site Detail Sheets
- Site Specification Sheets

Architectural Drawings

- Floor Plans
- Elevations
- Building Sections
- Architectural Details
- Architectural Specifications

Structural Drawings

- Footing and Foundation Plans
- Footing and Foundation details
- Floor Framing Plans
- Roof Framing Plans
- Structural Sections
- Framing Details
- Structural Specifications

Landscape Drawings

- Landscape Plans
- Landscape Details
- Landscape Specifications

Plumbing Drawings

- Plumbing Plans
- Plumbing Isometrics
- Plumbing Details
- Plumbing Specifications

Mechanical Drawings

- Mechanical Plans
- Mechanical Isometrics
- Mechanical Details
- Mechanical Specifications

Electrical Drawings

- Electrical Plans
- Panel Plans
- Electrical Details
- Electrical Specifications

**Fire Sprinkler and Smoke Detector Drawings
(may be deferred)**

Soils Report

Structural Calculations

FINALLY, you should include any other drawings and documents as necessary per building project.