

# ☆☆☆☆ City of ☆☆☆☆ NEWCASTLE

## Building Permit Application

### BUILDING COMPLIANCE IN THE CITY OF NEWCASTLE

The following information is provided to help assist you in complying with the terms and conditions of the building permit issued to you by the City of Newcastle. This will assist you in scheduling inspections and conducting other information in an attempt to better serve you and help you avoid undesired delays in the building and inspection process. If you should have any questions, please contact the City of Newcastle at 405-387-4427.

- Call Okie One at 1-800-522-6543 for free utility line locations and spots within 48 hours of digging.
  - Construction is not permitted and footing inspections/pours will not be considered without an approved building permit.**
  - All contractors shall be licensed with the City of Newcastle and shall receive a permit from the City of Newcastle City Clerk before any work is begun.
  - The Electric Company and Gas Company will not set a temporary meter or permanent meter unless it has been released to them by the City.
- Below is a listing of new codes the City of Newcastle has adopted:
- o 2003 International Building Code
    - o 2003 International Residential Code
    - o 2003 International Plumbing Code
    - o 2003 International Fuel and Gas Code
    - o 2003 International Property Maintenance Code
    - o 2003 international Energy Conservation Code
    - o 2005 National Electrical Code

### INSTRUCTIONS FOR ACQUIRING A BUILDING PERMIT

#### APPLICATION

- Fully Complete the application form title ***Application for Building Permit and Certificate of Occupancy*** and acquire all necessary signatures. Note: The application must be complete and accurate before acceptance.
  - Submit the application with the required fee to the City of Newcastle City Clerk's office.
- The completed application must be accompanied by:
- o A proper site plan (*See Site Plan Requirements below*)
    - o A perc test from the Department of Environmental Quality (DEQ) and/or approved licensed authority if a septic system is to be used.
  - Pay at time of approval.
  - Post Permit at the building site.

*The site plan must be*

- Drawn to approximate scale.
- Drawn to a scale no greater than 1" = 100'.

*The site plan must show*

- Scale, North point and date.
- Name and Address of owners of record.
- Physical Address of proposed site.
- A vicinity map.

## Building Permit Application

- All easements and Right of Ways (ROW) with widths.
- Location and dimensions of all existing and proposed structure(s).
- Lot lines with their widths.
- Building line(s) and building line widths.
- Location of any drainage-ways through the site.
- Location and dimensions of all streets, roadway and driveways within the site.
- Centerline and width of abutting streets and roadways.
- Location and dimensions of front, side and rear setbacks.

### INSPECTIONS REQUIRED

- All inspections shall be called in at 405-387-4427.
- All inspections will be required to be called in before 10:00am if the inspection is to be performed that day. All other inspections will be scheduled for the next working day. Most inspections will be done within the eight (8) hour work day but allow at least forty-eight (48) hours prior to the need of inspection.
- The Building Inspector or Code Enforcement Officer will be in the office between 8:00am and 9:00am to take phone calls.
- The Building Inspector or Code Enforcement Officer will be conducting scheduled inspections from 9:00am to 4:00pm.
- To scheduled an inspection, the caller must contact the City of Newcastle and have the listed information available:
  - o Permit Number
  - o Correct Posted Address
  - o Type of inspection required
  - o Name of Company or Contractor
- Scheduling will be address as a First Come, First Serve Basis.

| <b><u>Builder</u></b> | <b><u>Electrical</u></b> | <b><u>Plumber</u></b> | <b><u>Heat &amp; Air</u></b> |
|-----------------------|--------------------------|-----------------------|------------------------------|
| Footing               | Temporary Pole           | Ground                | Ground                       |
| Framing               | Rough-in                 | Top Out               | Top Out                      |
| Final                 | Final                    | Final                 | Final                        |

**Average Costs for Inspections for each of the above:**

|         |         |         |
|---------|---------|---------|
| \$82.50 | \$40.00 | \$25.00 |
|---------|---------|---------|

***FOR MORE INFORMATION OR QUESTIONS PLEASE CONTACT  
PLANNING AND ZONING OFFICE AT 405-387-4427***

City of  
**Newcastle**  
O K L A H O M A

|                         |
|-------------------------|
| <b>PERMIT NO.</b> _____ |
| Office Use Only         |
| Date Received _____     |
| Receipt No. _____       |
| Approved date _____     |

**APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY**

Date: \_\_\_\_\_ Zone: \_\_\_\_\_ Intended Use of Structure: Mobile Home \_\_\_\_\_ Home \_\_\_\_\_ Storage \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Remodel \_\_\_\_\_ Other \_\_\_\_\_ Use Classification: \_\_\_\_\_

Owner \_\_\_\_\_ Builder \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Name of Addition: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_

Construction Intentions: Circle Erect -- Alter -- Repair No. of Buildings: \_\_\_\_\_ Fire District: \_\_\_\_\_

|                               | Circle    | Contractor | Year License | Comments |
|-------------------------------|-----------|------------|--------------|----------|
| Electric: Amperage:           | Yes or No |            |              |          |
| Mechanical:                   | Yes or No |            |              |          |
| Plumbing:                     | Yes or No |            |              |          |
| Natural Gas/<br>Liquid Petro: | Yes or No |            |              |          |
| Septic:                       | Yes or No |            |              |          |
| Aerobic?                      | Yes or No |            |              |          |

Office Use Only

Sq. Ft. of Lot: \_\_\_\_\_ Sq. Ft. of Construction: \_\_\_\_\_ Sq. Ft. of Existing Structures: \_\_\_\_\_

Front Setback: \_\_\_\_\_ Side Yards: \_\_\_\_\_ Public Water: \_\_\_\_\_ Private Well: \_\_\_\_\_

Perk Test (If Required) \_\_\_\_\_ Public Sewer: \_\_\_\_\_ Plot Plan with Dimensions \_\_\_\_\_

Full Set of Building Plans: \_\_\_\_\_ If Commercial/Industrial - Sign: Yes \_\_\_\_\_ No \_\_\_\_\_

Sign Application Included: \_\_\_\_\_ Copy of Warranty Deed: \_\_\_\_\_ Lot Split Deed Approval: \_\_\_\_\_

Probable Completion Date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_ \*Contractor Fee \$5.00

Building Permit Fee: \$ \_\_\_\_\_ Linkage Fee: \$ \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Date Fees Paid: \_\_\_\_\_

Two (2) COMPLETE sets of building plans; One set to remain on site at all times of construction, the other set is to remain as City record: both stamped, "Approved for Construction - City of Newcastle".

Remarks: \_\_\_\_\_

**Note: This is not a permit nor is it accepted to be a license to proceed with work.**

Signature of Owner/Contractor \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\* All Contractors must have their permits paid before construction begins. All inspections shall be called in by the contractor by building permit number.

\*State Senate Bill 1182 The Uniform Building Code Commission Act requires a \$5.00 fee.