

*City of*  
**NEWCASTLE**  
*Oklahoma*

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***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. To better serve you and help you avoid undesired delays in the building and inspection process, the following information will assist you in scheduling inspections and other information. We believe it is much more beneficial to all concerned to answer questions before a misunderstanding becomes a problem that is difficult to solve.

Please call Okie One at 1-800-522-6543 for free utility line locations and spots 48 hours prior to 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 before any work is begun.

**INSPECTIONS REQUIRED:**

<u>Builder</u>	<u>Electrical</u>	<u>Plumber</u>	<u>Heat &amp; Air</u>
Footing	Temp. Pole	Ground	Ground
Framing	Rough In	Top Out	Top Out
	Final	Final	Final
Average Costs			
For Residential:	\$82.50	\$40.00 (w/gas)	\$25.00
	4.00**	4.00**	4.00**

\*\*Pursuant to the Oklahoma Uniform Building Code Commission, an additional \$4.00 fee will be charged on each permit issued by the City of Newcastle.

All inspections shall be called in at 387-4427. 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 inspections. All inspection requests shall be called in by the Building Permit Number.

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.

The City of Newcastle has adopted the 2003 International Building Code and the 2005 National Electrical Code.

**NOTICE:**

**A \$4.00 GENERAL CONTRACTOR FEE WILL BE ADDED TO THE FOLLOWING TYPES OF RESIDENTIAL BUILDING PERMITS:**

- 1. NEW CONSTRUCTION,**
- 2. REMODEL OF EXISTING STRUCTURE**
- 3. ADDITION TO AN EXISTING STRUCTURE**

**(Does not include single-family or a duplex carport, patio cover, storage building, accessory building, pool, or fence. This provision does not apply to a person or persons performing the construction or remodeling to his, her, or their own existing single-family or duplex structure on their own property, unless the modifications are being performed by and the permit acquired by a general contractor or subcontractor.)**

**\*\*CONTRACTORS MUST HAVE ON FILE WITH THE CITY OF NEWCASTLE THE FOLLOWING:**

- 1. CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY**
- 2. VERIFICATION OF WORKERS' COMPENSATION INSURANCE OR EXEMPTION VERIFICATION DOCUMENT**

**\*\*\*Senate Bill 1182 and Senate Bill 306 have been posted on the Construction Industries Board website for your information. To access these documents navigate to <http://www.ok.gov/cib/> and click on the links.**

## **Instructions for Acquiring a Building Permit**

1. Fully complete the application form titled *Application For Building Permit And Certificate of Occupancy* and acquire all necessary signatures. Note: The application must be complete and accurate before acceptance.
2. Submit the application to City Hall.
3. The completed application must be accompanied by:
  - a. A proper site plan. (See Site Plan Requirements below)
  - b. A perc test from the Department of Environmental Quality and/or approved license authority if a septic system is to be used.
4. Pay at time of approval.
5. Post permit at the building site.

### **Site Plan Requirements:**

The Site Plan must be:

Draw. to approximate scale.

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

### **The Site Plan must show:**

1. Scale, North point and date.
2. Name and Address of the owners of record.
3. Physical address of proposed site.
4. A vicinity map.
5. All easements and Right-of-way's with widths.
6. Location and dimensions of all existing and proposed structure(s).
7. Lot Lines with their widths.
8. Building line(s) and building line widths.
9. Location of any drainage ways through the site.

### **The Site Plan must also show:**

1. Location and dimensions of all streets, roadways and driveways within the site.
2. Centerline and width of abutting streets and roadways.
3. Location and dimensions of front, side and rear setbacks.

## CITY OF NEWCASTLE INSPECTIONS

1. All inspections will be required to be called in before 10:00 a.m. if the inspection is to be performed that day. All other inspections will be scheduled for the next working day.
2. The Code Enforcement Officer will be in the office between 8:00 a.m. and 9:00 a.m. to take phone calls.
3. The Code Enforcement Officer will be conducting scheduled inspections from 9:00 a.m. to 4:00 p.m.
4. To schedule an inspection, the caller must contact City Hall and have the listed information available:
  - a. Permit Number
  - b. Correct Posted Address
  - c. Type of inspection
  - d. Name of Company or Contractor

**SCHEDULING WILL BE ADDRESSED AS  
FIRST COME, FIRST SERVED**

# NOTICE TO BUILDING PERMIT APPLICANTS

Set forth below is a non-exclusive list of state and local taxes and associated registration requirements to which building permit applicants may be subject:

Pursuant to the Sales and Use Tax Codes persons who perform any improvement to real property and who, as a necessary and incidental part of performing such improvement, incorporates tangible personal property belonging to or purchased by the person into the real property being improved is deemed to be a contractor. Contractors are the taxable consumer/user of all items of tangible personal property and taxable services used to complete the project.

**SALES TAX**-Unless otherwise exempt, contractors owe state and local sales tax, as applicable, on taxable purchases in Oklahoma of materials and equipment.

**USE TAX** - Unless exempt from the tax levy, contractors purchasing items for use, consumption, or storage in Oklahoma from retailers outside of Oklahoma are subject to Oklahoma use tax. Contractors making purchases from outside Oklahoma, from a vendor that is not required to collect Oklahoma use tax, must accrue and remit Oklahoma state and any local use tax on the materials purchased. **Contractors making purchases of tangible personal property outside the State of Oklahoma for their own use or consumption in Oklahoma must apply with the Oklahoma Tax Commission for an Oklahoma Use Tax Account to report and remit their use tax on a monthly basis. There is no fee for this account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued but a consumer use tax account will be issued applicant for tax reporting and remittance purposes.**

**WITHHOLDING TAX**- Businesses which employ or will employ one or more individuals in the State of Oklahoma are under a duty to deduct and withhold income tax from the wages paid each employee. The amount of tax to be withheld is determined in accordance with the table devised by the Tax Commission. **These businesses/employers must apply for a withholding tax account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued, but the employer will be issued an account using its FEIN for the purpose of reporting and remitting withholding tax.**

**INCOME TAX**-An income tax is imposed upon the "Oklahoma taxable income" of every resident or nonresident individual and upon every corporation doing business in Oklahoma or deriving income from sources within the State. 68 O.S. § 2355.

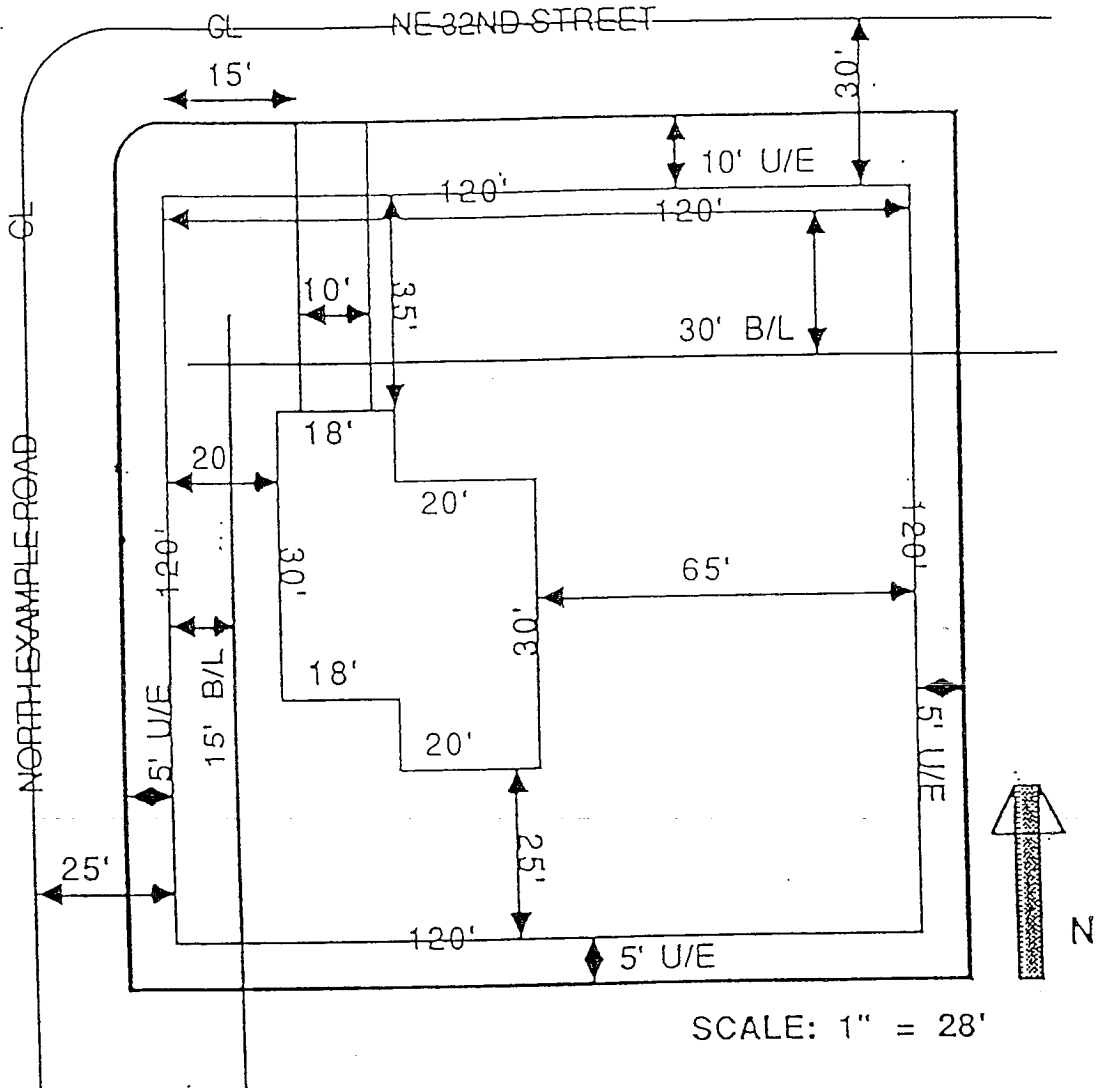
**AD VALOREM**-Local ad valorem taxes may be applicable; check with the county assessor in the county in which the project is located.

## ADDITIONAL REQUIREMENTS FOR NONRESIDENT CONTRACTORS

A **NONRESIDENT CONTRACTOR** is any contractor whose principal place or places of business are outside Oklahoma or a multi-state employer who does not maintain a permanent work force of three or more employees in Oklahoma. These individuals or companies must provide the following information before beginning a contractual project in Oklahoma:

1. A completed **Business Registration, Packet N** if an Oklahoma registration is not current.
2. A **Notice of Contract Award** to each of the following Agencies.
  - A. Oklahoma Tax Commission, Registration Section (405) 522-0377
  - B. Oklahoma Employment Security Commission (405) 557-7200
  - C. Oklahoma Department of Labor, Worker Compensation Division (405) 528-1500
  - D. The County Assessor Office of the county in which the work is to be done.
3. A **Notice of Contract Form BT175**
4. A **surety bond is required on contracts over \$100,000**. Provide a **Nonresident Contractor Surety Bond Form BT163** in the amount of three times the estimated tax liability to be incurred under your contract or ten (10%) of the amount of the contract. A worksheet to estimate the nonresident contractor tax liability may be obtained from the Taxpayer Assistance Division of the Oklahoma Tax Commission.
5. **Notice of Completion Form BT176** when contract is complete. The Surety may be canceled at the time of completion; however, it may not be released by the Oklahoma Tax Commission until one year **after** the mailing of the completion notice.

The referenced nonresident contractor forms are available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov).



SITE PLAN EXAMPLE

LOT 8, BLOCK 2  
 101 NE 32ND STREET  
 NEWCASTLE, OK 00000

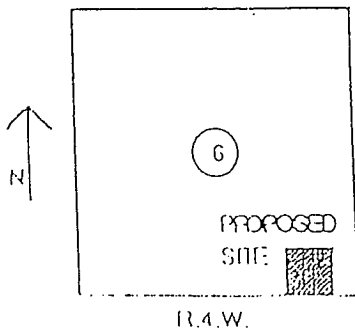
RESIDENCE FOR

MR. & MRS. OWNER OF RECORD  
 811 SOON TO MOVE AVE  
 NOWHERE, OK 99999

BUILDER

YRU HOMELESS CONSTRUCTION INC.

VICINITY MAP



T.9 4

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: Yes or No Amperage: _____			
Mechanical: Yes or No			
Plumbing: Yes or No			
Natural Gas/ 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: \_\_\_\_\_

Building Permit Fee: \$ \_\_\_\_\_ Linkage Fee: \$ \_\_\_\_\_ Okla. Uniform Bldg. Code \$ 4.00 Total \$ \_\_\_\_\_

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.

BELOW IS A LIST OF NEW CODES THE CITY OF NEWCASTLE HAS ADOPTED:

- ❖ 2003 International Building Code
- ❖ 2003 International Residential Code
- ❖ 2003 International Plumbing Code
- ❖ 2003 International Mechanical Code
- ❖ 2003 International Fuel and Gas Code
- ❖ 2003 Property maintenance Code
- ❖ 2003 International Energy Conservation Code
- ❖ 2005 National Electrical Code
- ❖ 2003 International Fire Code