



**City Of Miami, OK – Community Development Department**  
**Building Permit Application**  
**Effective:**  
**Form for Building Permit Policy COM-2015-15**

Date: \_\_\_\_\_

1. **Owner** Name, Address & Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_

2. **Contractor/Builder** Name, Address & Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_

3. Job Location Address: \_\_\_\_\_

4. Type of Construction/Improvement: (Please check all that apply)

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industry \_\_\_\_\_

New \_\_\_\_\_ Addition/Remodel \_\_\_\_\_ Accessory Building for Storage \_\_\_\_\_ Miscellaneous (Car Port etc.) \_\_\_\_\_  
Miscellaneous Roof \_\_\_\_\_ Layers \_\_\_\_\_

5. \_\_\_\_\_ Site plans completed (see Attachment A)

6. Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Will a street or alley cut be required?** \_\_\_\_\_ Yes \_\_\_\_\_ No

8. **Estimated Project Cost:** \_\_\_\_\_

9. **Square Feet:** \_\_\_\_\_

10. Sub-Contractor's Information (Permit will not be issued without license #'s (if required) :

Electrician: \_\_\_\_\_ License # \_\_\_\_\_  
Plumber: \_\_\_\_\_ License # \_\_\_\_\_  
Heat/Air: \_\_\_\_\_ License # \_\_\_\_\_  
Roofing: \_\_\_\_\_ License # \_\_\_\_\_

11. Construction Documents, plans & specs attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Will grading of lot be altering more than 1 acre? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, applicant must meet requirements of Section 10-66 of the Miami City Code and submit a Storm Water Control plan to City Engineer.)

13. Do you have any questions? \_\_\_\_\_ Yes \_\_\_\_\_ No (If Yes, we will contact you to discuss any questions you may have.)

\_\_\_\_\_  
(Signature of applicant) *I agree to use State of Oklahoma & City of Miami licensed electrical, plumbing & hvac contractors. I also understand neither unmetered water nor any surface drainage is allowed to enter the sanitary sewer. The approval of this application and the issuance of a permit do not legalize nor authorize any work, which is not in compliance with the Code of the City of Miami, Sanitary Regulations.*

\_\_\_\_\_  
(Signature of applicant) *I understand that the City of Miami does not enforce home owners' covenant, it is the responsibility of the home owner to get with the Home Owners' Association.*

**PLEASE ALLOW 5 BUSINESS DAYS FOR RESIDENTIAL PERMIT APPROVAL  
PLEASE ALLOW 14 – 28 BUSINESS DAYS FOR COMMERCIAL PERMIT APPROVAL  
PLEASE CALL 918-961-8938 FOR INSPECTIONS  
Please Note: An incomplete permit application can delay issuance**

**FOR STAFF USE ONLY**

PLOT PLAN FOR ZONING: Current _____ Proposed _____ Parking Group _____
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Is contractor's state license current? \_\_\_ Yes \_\_\_ No      Is contractor's city license current? \_\_\_ Yes \_\_\_ No

Is survey required? \_\_\_ Yes \_\_\_ No

Is variance required? \_\_\_ Yes \_\_\_ No    If YES, was it approved? \_\_\_ Yes \_\_\_ No

Has the Planning Commission or Board of Adjustments approved the zoning change: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Is the structure in the 100-Year Floodplain? \_\_\_ Yes \_\_\_ No (See attached floodplain determination)

Dbl Front Setback _____ Front Setback _____ Side Setback _____ Back Setback _____
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Is proposed structure over a utility line and/or easements? \_\_\_ Yes \_\_\_ No

If YES, what are applicant's relocation plans? \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(City Inspector)                      (Date)                      (Permit No.)

**Not Approved by:** \_\_\_\_\_  
(City Inspector)                      (Date)

\$ \_\_\_\_\_  
Fee                      **Accepted by**

# PLAN DRAWING

Draw proposed construction

Draw existing utilities

Draw measurements from new construction to Property lines, all structures must have 10' separation.

List materials used in construction: \_\_\_\_\_

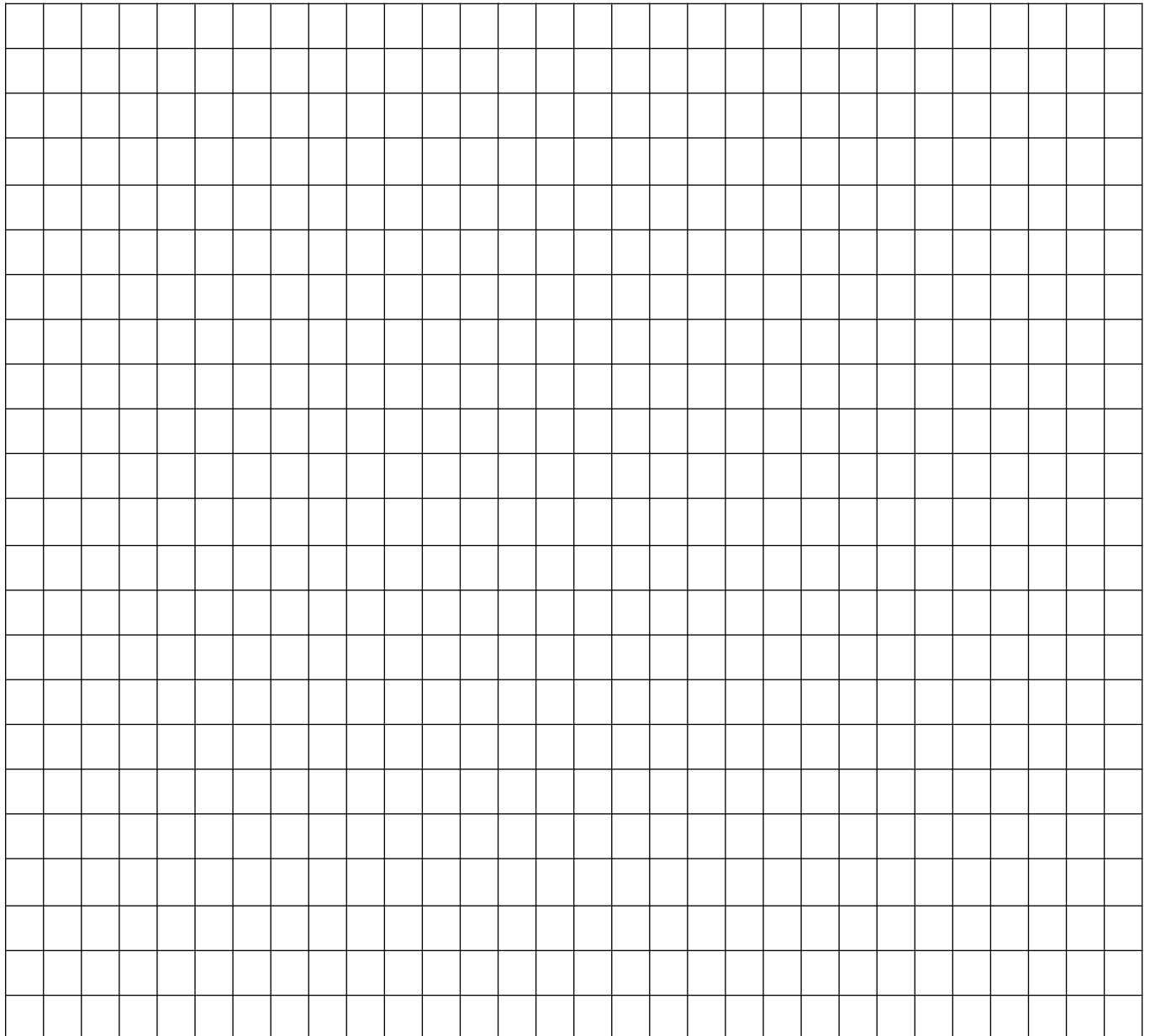
Mark the following items if applicable:

Footing/Foundation:  Slab  Crawl Space

Size/Spacing Studs:  16"  24"

Type of Roof:  Metal  Shingle &  Flat  Pitched

Sanitary Arrangement:  Sewer  Septic



## Fees for Engineering/Community Development

### Building Permit Fees:

#### New Structures & Buildings

Commercial up to 1st 1,000 Sq Ft.....	\$200.00
Each additional 100 Sq Ft.....	\$5.00
Residential up to 1st 1,000 Sq Ft.....	\$150.00
Each additional 100 Sq Ft.....	\$5.00

#### Additions & Remodels

Commercial up to 1st 1,000 Sq Ft.....	\$150.00
Each additional 100 Sq Ft.....	\$5.00
Residential up to 1st 500 Sq Ft.....	\$55.00
Each additional 100 Sq Ft.....	\$5.00

#### New Accessory Building for storage only

Residential & Commercial up to 1st 200 Sq Ft.....	\$55.00
Each additional 100 Sq Ft.....	\$5.00

#### Miscellaneous construction (Roofs, carports, storm shelters, etc.)

Residential & Commercial .....	\$50.00
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#### Demo Permit Fees (All demo's require waste material location):

Residential & Commercial.....	\$50.00
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#### Moving Permits:

Residential & Commercial .....	\$20.00
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#### Sign Permits Residential & Commercial:

All electric signs (permanent).....	\$50.00
All non-electric signs.....	\$45.00
All temporary and/or portable signs.....	\$45.00
All neon signs.....	\$55.00
All signs require an inspection fee also.....	\$20.00
All signs re-inspection fee.....	\$20.00

#### Permit/Inspection Fees: (Mechanical, Electrical and Plumbing permit fee includes inspection)

Residential & Commercial - Per Inspection.....	\$50.00
Residential & Commercial - Per Reinspection.....	\$95.00
Residential - Final Inspection.....	\$75.00
Commercial - Final Inspection.....	\$125.00

#### State Permit Fee

Due to State Regulations, all permits and inspections will be assessed a \$4.00 charge.

#### Electrical, Plumbing and Mechanical Licensing

Initial license fee(s) for all new contractors will be \$100.00. A copy of the master contractor's license from the State of Oklahoma, driver's license and proof of insurance must be presented. There is no charge to register journeymen and no charge for the apprentices; however, they must also show their state license and driver's license. The yearly renewal fee is \$50.00 for all contractors, no charge for journeymen and no charge for apprentices. All licensees must be renewed on or before June 30th of every year, otherwise the fee will be \$100.00 for contractors, no charge for journeymen and no charge for apprentices.



**City of Miami, OK – Community Development Department  
Floodplain Determination Form  
Effective:  
Form for Floodplain Determination**

Date: \_\_\_\_\_

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Name of Person Requesting Information \_\_\_\_\_

Name of Company or Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address of property for which floodplain determination is requested: \_\_\_\_\_

Please check box for preferred return of determination:

By E-mail: E-mail address \_\_\_\_\_

By Fax: Fax # \_\_\_\_\_

By Return mail

By Picking determination up at Engineering Office, 129 5<sup>th</sup> NW, Miami, OK 74354

**PLEASE ALLOW 3 BUSINESS DAYS FOR STAFF TO COMPLETE DETERMINATION**

NOTE: This Federal Flood Zone determination is based on the Flood Insurance Rate Map for the City. This letter does not imply that the referenced property will or will not be free from flooding damage. A property not in a Special Flood Hazard Area may be damaged by a flood greater than that predicated on the FIRM or from a local drainage problem not shown. This letter does not create liability on the part of the City of Miami, or any officer or employee thereof, for any damage that results from reliance on this determination.

**For staff use only:**

Date Received: \_\_\_\_\_ Longitude/Latitude of Property \_\_\_\_\_

Property, as marked on attached map, is located in Flood Hazard Area: \_\_\_\_\_

Property, as marked on attached map, is NOT located in Flood Hazard Area : \_\_\_\_\_

**Sources of information:**

\_\_\_\_\_ Flood Insurance Rate Map (FIRM) for City of Miami Panel Number \_\_\_\_\_.

Effective Date: August 10, 2010.

\_\_\_\_\_ Letter of Map Change

Effective Date: \_\_\_\_\_

\_\_\_\_\_ Flood Insurance Study (FIS), August 10, 2010.

\_\_\_\_\_  
Floodplain Manager

\_\_\_\_\_  
Date



**City of Miami, OK – Community Development Department  
Floodplain Development Permit Form  
Effective:  
Form for Floodplain Development Permit**

Owner Name		Address	City	State	Zip	Phone No
Architect/Engineer Name		Address	City	State	Zip	Phone No
Proposed Construction	Start Date	Address	City	Addition	Lot No.	Blk No.
Construction Type:	New	Addition	Alteration	Repair		
Est. Cost:	\$ _____	\$ _____	\$ _____	\$ _____		
Plumbing Contractor: _____						
Electrical Contractor: _____						
Mechanical Contractor: _____						
Description of Construction: _____						
The following certified elevations(Mean Sea Level) are required* for substantial improvement and new construction:						Initials
a)	*Elevation of lowest floor including basement. Existing:_____ Proposed:_____					_____
b)	*Lowest adjacent grade._____					_____
c)	Elevation of nonresidential floodproofing._____					_____
d)	Base flood elevation:_____ Flood Zone:_____					_____
e)	Flood map effective date:_____ Map Panel:_____ Community #:_____					_____
f)	Attach certification from the surveyor.					_____
The following information must be attached to and submitted with this completed application (See Section 10-37(b))						
a) Scale drawings (in duplicate) showing existing and proposed structures, showing dimensions and elevations of proposed structures and landscape alterations.						
b) Certificate from a registered professional engineer or architect that the nonresidential flood-proofed structure meets the criteria of SEC. 10-62 of the City of Miami code.						
c) Description and drawing showing extent to which any water course or natural drainage will be altered or relocated as a result of the proposed development.						

Will proposed development require connection to sanitary sewer system (wastewater treatment services)?  Yes  No

Date of original construction of existing building: \_\_\_\_\_

All drawings, specifications, certificates and documents and applications filed by applicant shall constitute by reference a permanent part of this permit.

Applicant is familiar with and understands the requirements for development in a Special Flood Hazard Area as defined by the City of Miami Code Sec. 10-39. It is unlawful to start construction of any type before this application is filled out completely with all the necessary certificates, documents, and drawings and signed by the Floodplain Administrator.

\$ \_\_\_\_\_



Signature of Applicant

Estimated Fair Market Value of Existing Structure

Recommended for Approval:				
Date:	Total Cost:	Permit \$:	Floodplain Administrator Signature:	Permit #: