

CITY OF DUNCAN

Commercial Building Permit Application

Required Document Submittals

All applicants for commercial building permit applications shall submit documents as provided in the guidelines listed below.

- A. Documents submitted for building permit applications shall be prepared by a registered design professional where authorized by Oklahoma State Statutes, Section 59-46.21b and City of Duncan Land Development Code.
- B. Listed Use Group Classification and Occupancy Load for proposed project.
- C. A site plan consisting at a minimum of:
 1. Site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades;
 2. Dimensions of the site or lot;
 3. Square footage and height of proposed buildings or additions;
 4. Location and width of all public and private streets, driveways, turning radiuses, and other vehicular circulation areas;
 5. Location of all existing water, sanitary sewer, storm sewer, and utility easements;
 6. Location of any proposed parking spaces and dimensions and access points.
- D. Construction documents shall be dimensioned and drawn upon suitable material and shall be of sufficient clarity to indicate the location, nature and extent of work proposed in detail that it will conform to the provisions of required building code and relevant laws, ordinances, rules and regulations, as determined by the building code official.
 1. Design of building structural elements;
 2. Design of electrical systems;
 3. Design of plumbing systems;
 4. Design of mechanical systems;
 5. Design of fire protection/life safety systems;
 6. Design of ADA compliance.
- E. Engineering (if applicable):
 1. Design of civil engineering elements, in applicable;
 2. Engineer's Drainage Impact Statement, if applicable;
 3. FEMA Floodplain Development Permit Application, if applicable.

F. The City of Duncan, Oklahoma enforces the following building code as amended by the State of Oklahoma Uniform Building Code Commission (UBCC).

1. 2009 International Building Code (IBC)
2. 2009 International Existing Building Code (IEBC)
3. 2009 International Fuel Gas Code (IFGC)
4. 2009 International Residential Code (IRC)
5. 2009 International Building Code (IBC)
6. 2009 International Plumbing Code (IPC)
7. 2009 International Mechanical Code (IMC)
8. 2009 International Fire Code (IFC)
9. National Fire Protection Association (NFPA) 101, Life Safety Code
10. 2011 National Electric Code (NEC)

X Applicant Please Complete Items 1 - 12

Permit No. _____

1. PROJECT ADDRESS

2. BUSINESS / COMPLEX NAME

3. LEGAL (Lot, Block and Subdivision)

4. OWNER INFORMATION
Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____

5. PROJECT TYPE

<input type="checkbox"/> New Commercial Building	<input type="checkbox"/> New Multi-Family Building
<input type="checkbox"/> New Commercial - Shell Only	<input type="checkbox"/> Add-On or Remodel - Commercial
<input type="checkbox"/> New Commercial - Finish Only	<input type="checkbox"/> Add-On or Remodel - Multi-Family

6. CONTRACTOR

7. SUBCONTRACTORS
Electrical _____
Mechanical _____
Plumbing _____

8. PROJECT INFORMATION SF ACRE
No. of Stories _____ No. of Units _____ Lot Size _____

9. PROJECT SIZE (SQ FT)
New Building _____ Add-On _____
Shell Only _____ Remodel _____
Finish Only _____ **Total** _____

10. VALUATION
\$ _____
X Include all costs for constructing the project, such as site work, architectural, structural, engineering, electrical, mechanical, plumbing and contractor's profit - but not land costs.

- NOTICE:**
- ✓ With application, submit 3 sets of complete plans, covering building, civil, grading, site, paving, drainage, parking, electrical, mechanical and plumbing. Other plans or details may be required upon request.
 - ✓ All electrical, mechanical and plumbing work must be done by contractors with appropriate licenses.
 - ✓ Incomplete applications will not be accepted.
 - ✓ We enforce the 2009 IBC with no amendments
 - ✓ Permits available at www.cityofduncan.com

MAIL OR DELIVER TO:

Community Development
P.O. Box 969 | 720 W. Willow Ave.
Duncan, OK 73534

▶ (580) 252-0250 Voice
(580) 255-1710 Fax

OFFICE USE ONLY

City Official: Approved Denied

Signature _____
Date Signed _____

11. PROJECT DESCRIPTION

Explain ▶ _____

12. READ AND SIGN

I hereby certify by my signature below that: 1) I understand that I am the person solely responsible for inspections and all related fees and charges, 2) I agree to abide by all laws and ordinances governing this type of work whether specified herein or not, and 3) I have read and examined this application and know the same to be true and correct.

Signature _____
Date Signed _____