

## **New Commercial Submittal Process**

- The Site Plan must be approved by Planning/Development and Zoning prior to the permit being reviewed. Additional items may be required such as zoning compliance or a Plat. Make sure all approvals are complete before applying for a Building Permit. Plats are a separate application.
- Permit Application can be completed on-line and sent to Community Development. The Civil Construction Plans and Building Permit plans are 2 separate review processes. You should submit the civil plans prior to/or same time as the building plans. This will prevent unforeseen changes to the building after the permit review. Incomplete applications may not be accepted.
- The Civil Construction Plan shall include a grading plan, erosion control plan, utility plan, paving plan, impervious surface area exhibit, irrigation plan, site plan, and landscape plan to be reviewed and approved during the Site Plan process.
- The Building Permit Plans shall include Structural design, mechanical, electrical, plumbing, life safety plan, photometric plan, site plan, floor plan, and front, rear and side architectural elevations (if applicable) that will be reviewed during the review process. In addition the plans submittal should have the following:
  1. Code summary sheet to include design codes, occupancy type, construction type, occupant loads, total building area, Square footage per floor and total, emergency exit details, fire rated construction (if applicable), all schedules (door, window etc.), sprinkled or non-sprinkled, and all other required information common for plan submittal.
  2. Third-party Building Envelope design. Interior and Exterior Lighting and Mechanical Energy Analysis. (Com Check or similar) If applicable.
  3. Geo-technical Soil Survey or Engineered Foundation Design Plan-Stamped/Sealed, with soil type accepted by engineer for foundation type.
  4. 3 Paper Sets and 1 Digital set of plans must be submitted. 24"X36" Min. Size
  5. Documents: Application, Utility Service agreement & Site Drainage Acknowledgment
- Fire Plans and Permits must be reviewed through the Fire Department. the fees for these will also be accepted at the fire Department.

Public Safety Building  
14536 S Elwood Avenue  
Glenpool, OK 74033  
Phone: 918-322-2172

- Pay Fees:
  1. Application Fee
  2. Plan Review Fee
  3. Any other fees required to be paid prior to issuing a permit.
  
- After these requirements are done then the Building Plan Review process can begin.
  
- After the review is complete, then you must pay the Building Permit Fees and any other unpaid fees. Then you will pick up your permit and the approved construction set of plans and may begin your project.
  
- The following are all separate permits from the Building Permit:
  1. Fence Permit
  2. Sign Permits
  3. Irrigation Permit
  4. Fire Alarm and Suppression System (sprinkler) Permits
  5. Right of Way Permit
  6. An Earth Change Permit is required for projects disturbing more than 1 acre.
  
- Before beginning work in the City Right of Way, you must pay any associated fees and obtain any required permits.

\*Please Do not simply drop off plans without a Department destination, City contact or return correspondence contact information. Identify the type of plans sent: Building Plans, Civil Plans, Site Plan/Plat, Revision, etc. Submittals must be dated\*