



COMMERCIAL

Date: _____

Building Permit Application

REQUIREMENTS FOR COMMERCIAL BUILDING PERMITS:

- **Three (3) complete sets of building plans, including landscaping and site plans, drawn to scale.**
- **Floor Plan**
- **Site plan must show setbacks, building lines and easements**
- **Building Plans must indicate what form of erosion control will be utilized.**
- **Impervious Surface Calculation.**
- **Storm water detention will be required. Please obtain the storm water detention ordinance prior to submittal of building plans.**
- **Plans must be signed and have an architect's or engineer's seal, according to city and/or state requirements.**
- **Building application must be filled out completely and signed by the contractor and/or architect.**
- **A contact name and phone number must be on the application and plans.**



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APPLICANT INFORMATION

Name	Address	Phone Number 1
City	State	Zip Code
		Phone Number 2

PROJECT INFORMATION

Project Address	Lot	Block	Subdivision
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Remodel <input type="checkbox"/> Wrecking <input type="checkbox"/> Relocation <input type="checkbox"/> Foundation Only	Estimated Cost : \$ _____ (Include electrical, heat and air, plumbing, and paving)	Ownership: <input type="checkbox"/> Private <input type="checkbox"/> Public Proposed Use:	Demolition: _____ Most Recent Use _____ Sq. Ft.

BUILDING CHARACTERISTICS

Type of Frame: <input type="checkbox"/> Brick or Veneer <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other	Sewer: <input type="checkbox"/> City <input type="checkbox"/> Private Water: <input type="checkbox"/> City <input type="checkbox"/> Private	Size Meter Required: Short Set: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" Long Set:* <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2"	
Number of Stories	Sq. Ft. Floor Area	Sq. Ft. Garage	Sq. Ft. Total
Number of Rooms	Number of Bathrooms	Type Floor (Slab, Wood, Etc)	Type Roof
Mechanical: <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Central Heat		Sealed Surface: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete	Contractors: Building _____ Electrical _____ Plumbing _____ Heat & Air _____ All contractors must be licensed with the City of Moore. (Except Building Contractor)

LOT INFORMATION

Lot Description:	Setbacks:	Easements:
_____ Number of Buildings on Lot	_____ Front Yard	_____
_____ Area of Lot	_____ Side Yard	_____
_____ % of Lot to be Covered	_____ Back Yard	_____
Flood Zone: <input type="checkbox"/> Yes → Zone _____ <input type="checkbox"/> No	Minimum First Floor Elevation Required: _____ ft.	Zoning District: _____



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Fire Department

Signature: _____ Approve _____ Deny _____ Date: _____

Building Inspections

Signature: _____ Approve _____ Deny _____ Date: _____

Planning

Signature: _____ Approve _____ Deny _____ Date: _____

Storm Water

Signature: _____ Approve _____ Deny _____ Date: _____

Community Development Director

Signature: _____ In _____ Out _____ Date: _____



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SKETCH OF PROPOSED BUILDING AND EROSION CONTROL

On the center lot (unless it is a corner lot) sketch the proposed building, or addition to a building, showing all existing buildings and giving the outside measurements of all the buildings.

Give distance from the existing building on property adjoining lot on each side. Show all property measurements. Enter the distances between the proposed building and distances from the property lines. Show the proper address and the name of the street or streets concerned.

****Indicate what form of Erosion Control will be utilized for this activity. Please Note: Regardless of which Erosion Control method is used, the inspectors will be monitoring sedimentation in the streets and storm sewer inlets. If you fail to control the erosion, you will be subject to fines and/or suspension of inspections.****

Either sketch or attach a drawing:

Street Center Line

This building is not to be occupied until an Occupancy Permit has been issued. An Occupancy Permit will only be issued after this building passes the final inspection of the Inspections Department and the final inspection of the Fire Department, if other than a dwelling. Occupying this building without an Occupancy Permit is a violation of the law, punishable by a \$200 per day fine. I hereby certify and acknowledge that I have and agree to all the comments and conditions herein written.

I hereby certify that the statements in this application are true and correct to the best of my knowledge and belief, and that all construction work under this permit will comply and conform to the attached plans, specifications, and drawings. I further agree to comply with all city ordinances pertaining to the Building Code, Subdivision Regulations and Zoning Ordinances of the City of Moore, Oklahoma. Any misrepresentation of these statements will void this permit.

Owner

Applicant

Address

Telephone



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Building Permit Application

Approval Check List. These are items that will be specifically reviewed by City Staff. For issuance of a building permit, all items must be approved.

SITE PLAN

How many curb cuts are requested? _____

Maximum width of the curb cut requests? (May not exceed 30') _____

Are curb cuts set back from street intersections? _____

Are all easements and building lines indicated on site plan? _____

Is there adequate green space proposed? _____

Is a sidewalk proposed? _____

DETENTION CALCULATIONS AND PLANS

Are detention calculations and plans submitted with Building Permit Application? _____

AESTHETIC REQUIREMENTS

What percentage of brick is required? _____

Is sight-proof fencing required? _____

LANDSCAPE REQUIREMENTS

Is a landscaping plan included with the building plans? _____

Are landscaping islands indicated at the end of each parking bay? _____

Is green space shown on side yards? _____

Base Landscaping: Lot Size _____ X .05 =

Amt. to be landscaped _____ / 400 =

Required trees for lot _____ X 2 =

Required shrubs for lot _____

Parking Lot Landscaping: Number of Parking Spaces: _____ / 7 =

Deciduous Trees Required in Parking Lot _____

Total Trees: _____ Total Shrubs: _____



City of Moore, Oklahoma
Community Development Department
301 North Broadway
Moore, Oklahoma 73160

CONSTRUCTION STORMWATER/ LAND DISTURBANCE PERMIT APPLICATION

NO DIRT WORK SHALL COMMENCE UNTIL A PERMIT HAS BEEN ISSUED.

APPLICANT/DEVELOPER INFORMATION

Name	Address	Phone Number 1
City Code	State	Zip
		<u>Emergency Phone</u>

SITE INFORMATION

Name of Project	Location
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PERSON RESPONSIBLE FOR IMPLEMENTING EROSION AND SEDIMENT CONTROL PLAN

Name	Address	Phone Number 1
City Code	State	Zip
		Phone Number 2

LAND DISTURBANCE INFORMATION

Amount of Disturbed Area (in Acres)	Type of Existing Surface:
Name of Creek or Tributary Associated with Project	Grassland _____
Is the creek listed on the "Impacted List"?	Pavement _____
	Other: _____
Is work in Floodplain/Floodway? Yes _____ No _____	Land Disturbance for: Building Permit _____ Subdivision _____ Other _____
If yes, has the proper FEMA paperwork been submitted?	_____
CLOMR	CLOMA
Start Date	End Date

Phone: 405-793-5051

Fax: 405-793-5057 www.cityofmoore.com/stormwatersavvy

PERMIT AND INSPECTIONS INFORMATION

The following information shall accompany this permit application. No application shall be reviewed or approved without the following information:

1. The Stormwater Pollution Prevention Plan (SWP3)-A detailed written plan shall be submitted in the format provided by the City and shall be reviewed in conjunction with this permit.
2. Copy of the Notice of Intent (NOI) that has been filed with ODEQ.
3. A detailed to-scale site plan that shows at a minimum the following items:
 - a. Drainage arrows of direction of the surface water flow
 - b. All inlets and outflows to the MS4
 - c. All sediment basins and/or detention ponds. Label as to whether temporary or permanent.
 - d. Area for Concrete Truck Cleanout
 - e. Location and details of all erosion control methods to be used

The Applicant shall inspect the job site on a bi-weekly basis for failures in the erosion control measures. For projects draining into an impacted creek, these inspections shall be made on a weekly basis. All erosion control measures shall be maintained and/or repaired as needed.

City Officials shall make regular inspections of the job site. A 10-day warning shall be given for any failures in the erosion control measures. After the 10-day warning period, inspections in the affected area may be stopped and/or a citation may be issued.

CERTIFICATION

All applications shall be made and signed by the owner/developer of the project. This person shall be held responsible for all erosion control activities described in the SWP3. Please check that your current address and phone number are listed on page 1 of the permit application, including your emergency contact information.

I certify under the penalty of law that I have personally examined and am familiar with the information submitted in the attached document and all supplements; and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and/or civil penalty.

Name (Please Print): _____

_____ Title: _____

Signature: _____

_____ Date: _____

STORMWATER POLLUTION PREVENTION PLAN (SWP3)

The SWP3 is a written narrative describing the site, potential pollution sources, and how you will prevent pollution from the sources to the greatest extent possible. The City of Moore has prepared the following format for the SWP3 to address specific issues that may be unique to the City of Moore and expedite the review of the plan. Please submit your SWP3 in the following format, and include the required tables and drawings.

The following items need to be submitted concurrently with the SWP3 for review:

1. City of Moore Construction Stormwater Discharge Permit Application
2. Copy of the ODEQ NOI
3. Copy of the Erosion Control Plan, with detail sheets and standards for all structural BMPs to be used.

These items may all be included together in a bound copy of the SWP3. Please contact Mike Harlan, Stormwater Compliance Inspector, 405-793-5051, if you need additional information on the required submittals.

Part 1: Introduction. This section generally describes what your project is and how it will be handled in regards to Stormwater Quality. The introduction may only be one paragraph for simple projects, and may be longer for more complex projects.

The following items must be addressed specifically:

- a.** Who will be responsible for stormwater quality and pollution prevention, including name, address, phone number, **and fax number.**
- b.** Where the SWP3 will be located at for viewing and reference, including address.
- c.** When and how the plan will be amended and maintained to meet the changing conditions of the site.

Part 2: Site Description and Potential Contamination Sources. This section will be a written narrative that describes the site location, topography, and possibly soil conditions, as well as listing all possible contamination sources that might be expected throughout the life of the project.

The following items must be addressed specifically:

- a. A comparison of the runoff co-efficient for pre- and post-development.
- b. Watershed information and outfalls
- c. Identify any endangered species, wetlands, or environmentally sensitive areas.
- d. Identify any Non-Storm Water Discharges and Illicit Connections
- e. Include **Table 1-Potential Contamination Sources**
- f. Include Grading Plan to an acceptable engineering scale that shows the following:
 - i. All inlets and outflows to the MS4
 - ii. All sediment basins and/or detention ponds. Label as to whether temporary or permanent.
 - iii. Area for Concrete Truck Cleanout
 - iv. Location and details of all erosion control methods to be used

Part 3: Best Management Practices. This section will describe the structural and non-structural BMPs that will be used to control stormwater pollution. The section shall include a list of Good Housekeeping measures to be taken, Preventative Maintenance, and Prohibited Activities.

The following items must be addressed specifically:

- a. Construction Entrance preparation and maintenance
- b. Concrete Truck Washout preparation and maintenance
- c. Pollution Prevention around inlets, Geary grates, flumes, etc.
- d. Include **Table 2-Stabilization Practices and Other Pollution Controls**

Part 4: Inspections, Spills and Record Keeping. This section describes the self-inspection process and record keeping, along with action items and record keeping for emergency spills and unforeseen events.

The following items must be addressed specifically:

- a. Inspections schedule and procedures during dry and wet periods (see example)
- b. Regular maintenance procedures for BMPs
- c. Maintenance procedures in event of BMP failure
- d. Corrective actions and record-keeping for spills and releases

Table 1: Potential Contamination Sources

Potential Contamination Sources	Onsite	Notes/ BMPs
Paints		
Trash		
Sediment		
Concrete Washout		
Sanitary Waste		
Pesticides		
Grease/Oils		
Glue		
Diesel		
Concrete Curing Compound		

Please fill in the table as needed. In the Notes/ BMPs section, describe the BMPs that will be put in place to limit the pollution possibility for the particular contamination source. If other sources of contamination will be onsite that are not listed, please add them above.

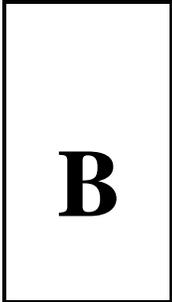
Table 2: Stabilization Practices and Other Pollution Controls

Construction and Waste Material Controls Solid Waste Management	When	Why
Roadway Cleanup Concrete Waste Management		
Solid Waste Management Dust Reduction Measures		
Concrete Waste Management Concrete Cutting Materials		
Dust Reduction Measures Paints, Stains, Solvents and Sealants		
Concrete Cutting Materials		
Paints, Stains, Solvents and Sealants		

Please fill in the table as needed. In the When section, describe the point in the construction sequence that the BMP will be put in place, also indicating if this BMP is intended to be temporary or permanent. In the Why section, describe the reason for the BMP. If other BMPs are to be used, please add them above.



City of Moore Fire Marshal
 2400 S. Fritts Blvd.
 Moore, OK 73160
 (405) 793-3473 Fax: (405) 793-5216
Building Plan Transmittal Form



This form must be completely filled out in order to process your application for plan review.

Project Name		Date	
Project Address		Occupancy Type	
Construction Type		Number of Stories	
New or Remodel		Occupant Load	
Total Square Footage	New		Remodel
Architect / Designer Information			
Architect/Designer			
E-mail Address			
Phone Number		Fax Number	

Fire Protection and Building Features			
<i>Sprinkler Required for this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Fire Alarm Required for this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Existing Building Currently Sprinklered</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Existing Building Currently Has Fire Alarm</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Fire Suppression System required for this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Elevator or lift Installed as part of this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Smoke Control System required for this project</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Rational Analyses Performed</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		<i>Special Inspection Required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

i: if sprinkler or alarm is required then you must fill out following forms