



# COMMERCIAL DEVELOPMENT GUIDEBOOK

Thank you for your interest in locating in the City of Moore, Oklahoma. This guidebook provides basic information that will be necessary for commercial construction within the City of Moore. ***Please read this guide in its entirety before beginning your new project.*** If you should have questions or concerns with any part of the commercial development process, please call our department so we may assist you.

This guidebook is designed to aid you throughout the commercial development process from start to finish, and will provide valuable insight and resources to you in an effort to make the process as easy and efficient as possible. This guide will take you step by step through the process, and is designed to be gone through in a question and answer format to help shape the process to fit the needs of your specific project.

This guidebook does not take the place of any law, ordinance, or code in effect in the City of Moore. Please consult the appropriate laws, ordinance, and codes as you proceed forward with your project.

The City of Moore will be updating this guidebook on a regular basis, so that we can continue to make the commercial development process more efficient and effective. We welcome any feedback as to how to make this guidebook better and more helpful to you in the future. Please contact Community Development at 405/793-5053 with suggestions and comments.

Here are some other helpful contacts to aid you in this process.

Elizabeth Weitman; Director, Community Development	405/793-5053
Chad Denson Assistant Director, Community Development	405/793-5047
Robert Crain; Fire Marshal	405/793-5108
Sarah Copeland; Assistant Planner	405/793-5053
Nora Kerbo; Administrative Assistant, Comm. Dev.	405/793-5053
Inspections Division	405/793-5051
Water/Wastewater Department	405/793-5080
Oklahoma Gas & Electric	405/553-3787
Oklahoma Electric Cooperative	405/321-2024
Oklahoma Natural Gas	405/551-6621
Cleveland County Health Department	405/794-1591
Amy Allen; Cleveland Co. Health Dept.	405/366-3402

Again, we would like to thank you for your interest in the City of Moore, and we look forward to working with you on your project.

## NEW DEVELOPMENT WORKFLOW AND CHECKLIST

### Step One. Determine the needs of your project

Yes    No

\_\_\_    \_\_\_    Is your property zoned correctly for your intended use?  
*Staff Contact- Sarah Copeland 405/793-5053 or [scopeland@cityofmoore.com](mailto:scopeland@cityofmoore.com)*  
If not, you must find a new location or go through the rezoning process, for more information about rezoning, please consult the [Rezoning Guide](#).

\_\_\_    \_\_\_    Is the property of your project already platted?  
*Staff Contact- Sarah Copeland 405/793-5053 or [scopeland@cityofmoore.com](mailto:scopeland@cityofmoore.com)*  
If it is not, please refer to the [Platting Guide](#) before moving any further forward with your project. In most cases, your property must be platted before you can continue.

\_\_\_    \_\_\_    Will public water, sewer, or a street(s) be extended to your project for service?  
*Staff Contact- Elizabeth Weitman 405/793-5053 or [eweitman@cityofmoore.com](mailto:eweitman@cityofmoore.com)*  
*Staff Contact- Sarah Copeland 405/793-5053 or [scopeland@cityofmoore.com](mailto:scopeland@cityofmoore.com)*  
If the answer is yes, please consult the appropriate guide for more information on public improvements, which are: [Public Water Extension Guide](#), Public [Sanitary Sewer Extension Guide](#), and [Public Paving/Drainage Guide](#).

\_\_\_    \_\_\_    Will a new fire hydrant, fire hydrant relocation, or fire riser for sprinklers be required for your project?  
*Staff Contact- Robert Crain 405/793-5108 or [rcrain@cityofmoore.com](mailto:rcrain@cityofmoore.com)*  
If yes, please refer to the [Public Water Extension Guide](#) before moving forward, as all fire hydrants in the City of Moore are required to be public.

\_\_\_    \_\_\_    Have you requested a fire flow test by the Moore Fire Department in order to determine compliance with the 2015 International Fire Code, Appendix B?  
*Staff Contact- Robert Crain 405/793-5108 or [rcrain@cityofmoore.com](mailto:rcrain@cityofmoore.com)*  
If not, please contact the Fire Marshal, Robert Crain, to request this fire flow test

\_\_\_    \_\_\_    Is detention required for your project?  
*Staff Contact- Sarah Copeland 405/793-5053 or [scopeland@cityofmoore.com](mailto:scopeland@cityofmoore.com)*

\_\_\_    \_\_\_    Is your project in a FEMA regulated flood zone?  
*Staff Contact- Sarah Copeland 405/793-5053 or [scopeland@cityofmoore.com](mailto:scopeland@cityofmoore.com)*  
For more information regarding FEMA flood zone and flood zone location please visit the [FEMA Flood Map Service Center](#).

## **Step Two. Public Improvement Applications.**

*Staff Contact- Elizabeth Weitman 405/793-5053 or [eweitman@cityofmoore.com](mailto:eweitman@cityofmoore.com)*

Depending on the needs of your project, the amount and types of permits that you will need to submit will vary. If you are not extending any public utilities and are not required by the City to extend any public utilities, then you may skip to step three. If you are extending public utilities you must receive approval for those extensions before you may proceed. Please consult the appropriate guide, referenced above to aid you in obtaining approval for your public improvements. This process may run concurrent with the platting process.

## **Step Three. Permit Application**

*Staff Contact- Inspections 405/793-5051 or [inspections@cityofmoore.com](mailto:inspections@cityofmoore.com)*

*Staff Contact- Robert Crain 405/793-5108 or [rcrain@cityofmoore.com](mailto:rcrain@cityofmoore.com)*

Once your project is zoned correctly, has been platted, and you have received approval for all required public improvements, and the City has issued a Work Order allowing the public improvement construction to begin, you may submit your building permit. No building permit applications will be received until these steps are complete and a Work Order has been issued. All building permits turned in early will be returned to you, along with associated materials. Building permit applications and documents must be checked in by the Building Official, he will review the application to ensure that the application is complete and that all required documents are included. **Incomplete applications will not be accepted.** The requirements for a complete application are as follows:

1. [Commercial Building Permit Application](#);  
(This includes the approval checklist)
2. [Fire Marshal Building Plan Transmittal Form "B"](#);
3. [Construction Stormwater/Land Disturbance Permit Application](#);
4. Three (3) complete sets of building plans, including:
  - A. Site plan showing setbacks, building lines, and easements;
  - B. Building elevations;
  - C. Floor plan;
  - D. Architectural and engineering design (Plans must be stamped or sealed);
  - E. Code summary;
  - F. Life Safety Plan;
  - G. Fire alarm and fire sprinkler plans is applicable;
  - H. Erosion control plan;
5. Landscaping Plan; and
6. Detention Calculation and plans, or Impervious Surface Calculations if detention is not required.
7. All pertinent flood zone documents (If the project is located in a FEMA regulated flood zone)
8. [Fire Marshal Fire Sprinkler Plan Review Transmittal Form "FS"](#);  
(If applicable, this is required on all projects where fire sprinklers are installed)
9. [Fire Marshal Fire Alarm Plan Review Transmittal Form "FA"](#);  
(If applicable, this is required on all projects where a fire alarm is installed)
10. [Fire Marshal Hood System Plan Review Transmittal Form "HS"](#).

(If applicable, this is required on all projects where commercial hood systems or other suppression systems are installed)

Please consult the [Moore Code of Ordinances](#) for the local city regulations guiding construction before designing and submitting your plans. This will allow for a more efficient review. The codes below are the codes that are in force in the city and your building must be designed and built to these standards. Please include this information in your code summary on your building plans. Currently the City of Moore is under the following building codes as amended by the OUBCC:

- 2015 International Residential Code
- 2015 International Building Code
- 2014 National Electric Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Fuel Gas Code
- 2015 International Fire Code
- 2015 NFPA Life Safety Code

If you have any questions about this step in the process, please call the staff contact under step three during the design process of your building. This will allow you adequate time to design your building to our standards and help the review team to process your application more quickly.

**Step Four. Plan review and building permit issuance.**

*Staff Contact- Inspections 405/793-5051 or [inspections@cityofmoore.com](mailto:inspections@cityofmoore.com)*

Once your complete application has been accepted, the review process will begin. The review process usually (depending on the work load of plans at the time of your submittal) begins with a review team meeting to look over your plans and application to look for major issues. The review team consists of the Building Official, the Fire Marshal, the Assistant Planner, and the Community Development Director. If there are no major issues noticed in this initial meeting, the Fire Marshal then takes one of your complete submitted plan sets and all associated application forms to his department for review. The remaining two sets and other documents remain here in the Community Development department and are reviewed first by the Planning Division for site plan and landscaping, then by the Building Inspections Division for the structure.

During these individual reviews, the review team may reach out to you or your designers for information. It is critical that you and your designers return the requested information as quickly as possible in order to facilitate a more efficient review. When the review team request information, the review usually comes to a standstill until the information is received. We always attempt to make these requests as early in the process as possible to help keep the process moving forward, but this is not always possible.

If major changes to your plan set or application are required, your permit may be denied and a resubmittal required. Our goal is to prevent this from happening, and if you have followed this

guidebook, you will have all the tools necessary to prevent a denial. However, if this happens, all of your documents will be returned to you and you will be required to resubmit.

What typically occurs more often are minor changes. If only minor changes are required, the plan review team will notate these changes and you will be required to acknowledge the changes. This occurs a number of different ways. Some changes are in the form of redlines on your plans; if this happens you will have to sign two sets of plans, one for us to keep as well as the set you are required to keep on your jobsite. Other changes are in the form of notes on your building permit, these will be acknowledged by your signature on the building permit itself.

After the review team has concluded their review, all changes have been noted, and your application has been approved, a building permit will be issued. Once your permit has been signed the Inspections Division staff will contact you and notify you that your permit is ready to be picked up. You may request your fee total at this time as well. Your fees are due when you come and pick up your permit so please be prepared to pay these fees at that time.

#### **Step Five. Construction.**

*Staff Contact- Inspections 405/793-5051 or [inspections@cityofmoore.com](mailto:inspections@cityofmoore.com)*

*Staff Contact- Robert Crain 405/793-5108 or [rcrain@cityofmoore.com](mailto:rcrain@cityofmoore.com)*

Depending on the needs of your project you may be constructing not only a building, but also public improvements. As discussed earlier in this guidebook, your building permit application will not be accepted until your public improvement plans have been approved and a work order has been issued. Construction of these public improvements can begin once that work order has been issued and all fees have been paid. Please refer to the appropriate guidebook for the exact process for your [Public Water Extension](#), [Public Sewer Extension](#), and/or [Public Paving/Drainage Extension](#). Please contact the Construction Inspector, Cliff Miller, for all inspections of public improvements and questions regarding the inspection process of public improvements. Additionally, you may contact Chad Denson for these questions as well.

Building construction inspections will go through the Inspections Division as listed above. Please contact Inspections with any questions about what inspections may be required for your project as they vary from project to project. We work very hard to make inspections in a timely and professional way; any inspection requested by 9 a.m. will be done on the same day, inspections requested after 9 a.m. will be done the following day. We will however, work with you if emergency situations arise.

Please contact the Fire Marshal, Robert Crain, for all inspections required and related to fire alarms and fire sprinklers. These inspections are done by the Fire Marshal Division and must be complete before your project can move forward.

All inspections must be approved before construction can move to the next phase. If you are unsure if your project is ready to move on, just give us a call, we would be glad to help you make this decision.

### **Step Six. Final Inspection**

*Staff Contact- Inspections 405/793-5051 or [inspections@cityofmoore.com](mailto:inspections@cityofmoore.com)*

The City of Moore currently does all trade and building final inspections at the same time. This is the only time that this is required in the construction process. The general contractor and all trade contractors must call in for the final inspections before the final inspection is made. Please keep this in mind as you plan the closing of your construction process. We know that typically construction is on a tight timeline so please take note of this and plan accordingly.

In a new construction build or a complete remodel, the occupant of the building may not move in any equipment or material until all final inspections are approved without prior approval from the Inspections Division and the Fire Marshal. When all final inspections have passed a Building Final Construction Certificate will be issued upon request. This certificate will not allow the business/occupant to open for business. An Occupancy Permit for the tenant will be required before they are allowed to open for business.

### **Step Seven. Occupancy.**

*Staff Contact- Carrie Roy 405/793-5051 or [croy@cityofmoore.com](mailto:croy@cityofmoore.com)*

*Staff Contact- Robert Crain 405/793-5108 or [rcrain@cityofmoore.com](mailto:rcrain@cityofmoore.com)*

*Staff Contact- Vanessa Kemp 793-5020 or [vanessa@cityofmoore.com](mailto:vanessa@cityofmoore.com)*

An [Occupancy Permit](#) is required for all business located within the City of Moore. This is a three step process. This permit ensures that you are in the proper zoning district for your business and that all City inspection requirements are met for your business.

The first step is to complete the [Occupancy Permit Application](#) along with the attached Wastewater Treatment Form and submit both forms to the Inspections Division and schedule times for the necessary inspections. These inspections are in addition to all of your building inspections and cannot be done until the occupant/tenant has moved their equipment in and are ready to open for business.

Upon passing your inspections, you will need to visit the Moore City Clerk's office to receive a Business Identification (BID) Number. You will need to complete the Alarm Permit/Business Identification Program Application. You are required to have a BID number even if you do not have an alarm.

After you receive your BID number from the City Clerk, you will need to visit the Customer Service department to pay for your permit, and to set up a contract for water, sewer, and garbage pickup. Customer Service can be reached at 405/793-5032.

Please note, if your business involves the sale of any type of food for consumption or massage services you will need to contact the Cleveland County Health Department to schedule and inspection and obtain approval from them as well. Please call Amy Allen at 405/366-3402 for information regarding the Cleveland County Health Department.

**Step Eight. Open.**

Once you have completed all of these steps and have received an Occupancy Permit from the City and approval from the Cleveland County Health Department, then you are ready to open for business.