



EL RENO
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Community Development Department

101 N. Choctaw El Reno, OK 73036 • (405)-295-9317

Commercial Building Permit Application

City of El Reno Adopted Code

National Electrical Code 2020

International Fire Code 2018

International Building Code 2018

International Plumbing Code 2018

International Mechanical Code 2018

International Existing Building Code 2018

International Residential Code 2018

APPLICANT INFORMATION

Applicant/Company: _____ Contact: _____
Address: _____ City/State/Zip: _____
Phone: _____ Email: _____

PROJECT INFORMATION

NEW CONSTRUCTION

REMODEL

ADDITION

Project Address: _____ City/State/Zip: _____

Subdivision: _____ Lot: _____ Block: _____

Current Zoning: _____

OR (if un-platted): Attach legal description of property to application.

Project Cost: \$ _____ Sq. Ft. Under Roof: _____ Sq. Ft. Inside: _____

Sq. Ft. Parking: _____ Number of Floors: _____

CONTRACTOR INFORMATION

Builder: (if not the owner) _____

Plumbing: _____

Electrical: _____

Mechanical: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

UTILITY INFORMATION

NEW CONSTRUCTION

Type of Water Meter: New Existing Well

Size of Water Meter: 1" 2" 4" 6" 8"

Type of Natural Gas: New Existing

Size of Gas Meter (CFH): 250 425 630 OZ 2LB

UTILITY SERVICE

El Reno Water Well El Reno Sewer Septic Aerobic Rural Water

Tin Horn

Yes No **REQUIRES PERMIT**

Fire Sprinkler/Suppression System?

Yes No

Storm Shelter/Safe Room?

Yes No **REQUIRES PERMIT**

SUBMITTAL INFORMATION

- Commercial Applications require one (1) full set of physical plans drawn to scale and one (1) PDF set emailed.
 - Includes Civil, Architectural, Footing, Roofing, MEP and other site-specific plans.
 - Life safety plans.

One stamped set of approved plans must be kept on site at all times

- To process your permit application in a timely manner, it is essential to provide complete and accurate information.
- Use the checklist below to verify all plan requirements and documents are included with your application.
- All documents indicated must be submitted for an application to be accepted and subsequently reviewed.

PLAN INFORMATION

Site Plan (lot size, location of water, septic and structures):

- Project Address
- Location & Dimensions (in feet) of all property, right-of-way lines, public & private easements
- Square footage of all existing and proposed structures
- All buildings showing all required setbacks for front, back, side and rear yard
- Utility hook-ups for ALL utilities
- Parking spaces, must meet requirements within City of El Reno Code of Ordinances
- Driveway location & length

Drainage/Detention:

- Civil engineered plans including all calculations.

Floor Plan:

- All rooms, door swings, windows, existing walls, proposed walls, electrical, plumbing, mechanical, accessible features, ramps, fixtures, restrooms, seating and equipment layout

Contractor Information:

- Company and Phone Number (above) **must** be licensed with the city of El Reno

Engineered Footing Design (If engineer is required):

- Project address
- Engineers stamp

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Elevation, Description and Landscape Plan:

- View of structure, composition of materials, and landscape plan

DEQ Form for Septic or Aerobic System (if applicable):

- Must provide signed DEQ Form 641-581SP

Driveway agreement

- Required for developments along Hwy 66 & Hwy 81

Sidewalk plan**Storm Water Site Development Plan**

- For site work on more than one (1) acre

Sensitive Border Standards

- For industrial projects abutting residential properties

Other Permits Required

- Tinhorn/Driveway, Shop, Storm Shelter, Pool

Landscaping Requirements:

- **For all land uses other than agricultural, or single- or two-family dwellings** – No less than 5% of developed land area shall be open, landscaped, or natural space. No less than 60% of these trees and shrubs shall be located in the front or corner yards.
 - Artificial grass, synthetic plants, gravel & other impervious cover shall not be included as part of open, landscaped, or natural space.
- If developing within the Route 66 Overlay, refer to §361-110 of the City of El Reno Code of Ordinances for landscaping standards.

Façade Requirements:

- **NO** metal facades within **Commercial** zoning districts

Additional Permit Applications Required:

- **Driveway & Sidewalk Permit**
- **Water Meter Agreement (if new construction)**
- **Portable Storage Permit**

Plan Review Checklists	Site Plan	Floorplan	Footing	Elevation	Description	DEQ Form	Others
New Construction	<input type="checkbox"/>						
Remodel/ Alteration	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A	<input type="checkbox"/>
Remodel/ Addition	<input type="checkbox"/>						

By signing this form, you acknowledge the building plans submitted comply with all requirements, applicable codes, amendments and ordinances set forth by El Reno City Council and the State of Oklahoma.

By signing this form, you acknowledge building(s) cannot be occupied without a certificate of occupancy issued by the Community Development Department.

Applicant Signature: _____ Date: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

FOR INTERNAL USE ONLY:

SIGNATURE:		DATE:
Planner:		
Inspector:		
Roads:		
Utilities:		
Fast Connect:		

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