



**EL RENO**  
WE'RE PROUD OF OUR *routes.*

Community Development Department

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

## Residential Building Permit Application

### APPLICANT INFORMATION

Applicant/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

NEW CONSTRUCTION    REMODEL    ALTERATION/ADDITION    ACCESSORY STRUCTURE  
 SOLAR PANEL    POOL    STORM SHELTER

Project Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Current Zoning (if known): \_\_\_\_\_

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 (as best as you can provide at time of application)

#### **Builder: (General Contractor)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Plumbing:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Electrical:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Incomplete applications will not be processed.**

**Mechanical:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**UTILITY INFORMATION****NEW CONSTRUCTION****Type of Water Meter:**  New  Existing  Well      **Size of Water Meter:**  1"  2"**If a new water meter is needed, please complete the water meter application at time of building application.****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 WaterTin Horn       Yes       NoFire Sprinkler/Suppression System?       Yes       No**SUBMITTAL INFORMATION**

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.

- One (1) physical full set of plans drawn to scale, and one (1) PDF set emailed to the Community Development Department.
- One **Completed** application.
- Site Plan
- New water meter application (if applicable)
- All documentation required within the Plan Review Checklist box below

**PLAN INFORMATION****All building plans must include the following: (also see attached site plan example)**

- Project address or legal description.
- Location & Dimensions (in feet) of all property, right-of-way lines, public and private easements.
- All rooms within the structure in which the construction will be conducted. This also includes door swings, windows, existing walls, proposed walls, electrical, plumbing, mechanical, accessible features, ramps, fixtures, restrooms, etc.

**Incomplete applications will not be processed.**

- Company and phone number for contractor(s) **MUST** be included. **ALL CONTRACTORS MUST BE LICENSED WITH THE CITY OF EL RENO.**
- Engineered footing design with engineers' stamp.
- Elevation, description and landscaping plans.
- **EVERY UTILITY AND WHERE IT WILL TIE INTO THE STRUCTURE.**
- ADA compliant sidewalks & their dimensions.
- DEQ Form for Septic or Aerobic System (if applicable):
  - Must provide signed DEQ Form 641-581SP
- Driveway plans, showing radius.

## **NEW CONSTRUCTION**

### **Landscaping Requirements:**

- **For single- & two-family dwellings – one tree and two shrubs** are required in the front yard, and **one tree** per dwelling unit is required in the rear yard.
- **For all other residential – one tree and two shrubs** shall be provided for 400 square feet of required open, landscaped, or natural space. No less than 60% of these trees and shrubs shall be located in the front or corner yards.

### **Façade Requirements:**

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

Plan Review Checklists	Plot Plan	Floorplan	Footing	Elevation	Description	DEQ Form (if applicable)
<b>New Construction</b>	<input type="checkbox"/>					
<b>Remodel/ Alteration</b> Plans- no larger than 11 x 17 – NO Exceptions	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<b>Remodel/ Addition</b> Plans- no larger than 11 x 17 – NO Exceptions	<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. At any time, more information may be requested. Permit will not be issued until all requested documentation has been received.*

*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:**

<b>SIGNATURE:</b>		<b>DATE:</b>
<b>Planner:</b>		
<b>Inspector:</b>		
<b>Roads:</b>		
<b>Utilities:</b>		
<b>Fast Connect:</b>		

**Incomplete applications will not be processed.**

# RESIDENTIAL SITE PLAN EXAMPLE

