



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.

Updated: 9/2024

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 Water

Tin Horn ☐ Yes ☐ No

Fire 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.

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- 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.

Facade Requirements:

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

| Plan Review Checklists | Plot Plan | Floorplan | Footing | Elevation | Description | DEQ Form (if applicable) |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| New Construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remodel/ Alteration Plans- no larger than 11 x 17 – NO Exceptions | <input type="checkbox"/> | <input type="checkbox"/> | N/A | N/A | N/A | N/A |
| Remodel/ Addition Plans- no larger than 11 x 17 – NO Exceptions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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:** _____

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Updated: 9/2024

| FOR INTERNAL USE ONLY: | | |
|------------------------|--|-------|
| SIGNATURE: | | DATE: |
| Planner: | | |
| Inspector: | | |
| Roads: | | |
| Utilities: | | |
| Fast Connect: | | |

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RESIDENTIAL SITE PLAN EXAMPLE

