

CONSTRUCTION POLICIES AND PROCEDURES

To provide consistent and efficient service to all contractors, these policies and procedures will be followed:

Accurate construction plans must be submitted for permit approval. No reversed or partial plans are accepted. Construction may begin only after the appropriate permit is issued.

Mechanical/Electrical/Plumbing permits will be issued to licensed contractors only. Contractors must hold current State of Oklahoma and City of Choctaw licenses. Only licensed contractors may call and request inspections with the City of Choctaw. The construction address must be posted to log an inspection request.

All fees will be paid before a building permit is issued and/or building inspection is performed.

Concrete washouts and trash containers will be on site to maintain the construction site of any rubbish. Portable toilets must be available to the construction site. (Maximum – 1 per 2 lots/1 every 330 ft)

Final inspections will be made only when the building is complete, including driveways, sidewalks, light fixtures, address posted, landscaping, post-construction erosion controls, elevation certificate, etc.

A Certificate of Occupancy will be issued after all final inspections are complete. Occupying the structure is prohibited until such time.

All permits issued are valid for six (6) months form date of issuance. The building official may grant an extension upon a request from the permit holder.

INSPECTION PROCEDURES

If applicable, the City of Choctaw will conduct four-way inspections where indicated. Additional inspections may be required.

<u>Building</u>	<u>Electrical</u>	<u>Plumbing</u>	<u>Mechanical</u>
Foundation	Temp Pole	Ground	Ground
Sheathing	Underground	Water/Sewer	<i>Rough In</i>
<i>Framing</i>	<i>Rough In</i>	<i>Rough In</i>	Vent Hood
Insulation	<i>Service</i>	<i>Gas Line</i>	Temp Heat
Approach	Final	Final	Final
Final			

Inspections to be requested by email or through the website portal on *mychoctaw.org* with 24 hrs. advance notice.

All inspections must be made and approved before anything is covered up. This is the permit holder's responsibility. Fees may apply for missing required inspections.

Re-inspections will be called in with the appropriate reinspection fees paid, as determined by the City's Adopted Fee Schedule. Additional Fees may be assessed if inspections are called in are not ready to be inspected, as determined by the building inspector.