



Application for Building Permit

Applicant Information

Applicant Name: _____ ☐ Check if you are the property owner
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

Property Owner Information (if applicable if box above is not checked)

Applicant Name: _____ ☐ Check if you are the property owner
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

Property Information

Property Address: _____ Parcel Number: _____
Legal Description:

Current Use: _____ Current Zoning: _____

Describe Proposed Use:

Total Square Footage: _____ Total Impervious Surface: _____
Number of Floors: _____ Total Number of Parking Spaces: _____
Total Value of Project: _____
Flood Zone: ☐ Yes ☐ No Corner Lot: ☐ Yes ☐ No

Requested Permit Type

Residential

- ☐ New Construction
- ☐ Remodel/Addition
- ☐ Accessory Structure
- ☐ Storm Shelter
- ☐ Pool
- ☐ Solar

Commercial

- ☐ New Construction
- ☐ Remodel/Addition
- ☐ Accessory Structure
- ☐ Storm Shelter
- ☐ Pool
- ☐ Solar

Industrial

- ☐ New Construction
- ☐ Remodel/Addition
- ☐ Accessory Structure
- ☐ Solar

Manufactured

- ☐ New Manufactured
- ☐ Accessory Structure
- ☐ Storm Shelter
- ☐ Pool

Contractor's Information (provide license no. if applicable)

<u>General</u>		<u>Plumbing</u>	
Name		Name	
Mailing Address		Mailing Address	
Phone Number		Phone Number	
Email		Email	
CIB License No.		CIB License No.	
Catoosa License No.		Catoosa License No.	
<u>Electrical</u>		<u>Mechanical</u>	
Name		Name	
Mailing Address		Mailing Address	
Phone Number		Phone Number	
Email		Email	
CIB License No.		CIB License No.	
Catoosa License No.		Catoosa License No.	
<u>Architect</u>		<u>Engineer</u>	
Name		Name	
Mailing Address		Mailing Address	
Phone Number		Phone Number	
Email		Email	

Construction Type

- | | |
|--|--|
| ☐ Type 1A (3-hour Fire Resistance) | ☐ Type 1B (2-hour Fire Resistance) |
| ☐ Type 2A (1-hour, Protected Non-Combustible) | ☐ Type 2B (Unprotected Non-Combustible) |
| ☐ Type 3A (Protected Combustible) | ☐ Type 3B (Unprotected Combustible) |
| ☐ Type 4: Heavy Timber (Mill) Construction | |
| ☐ Type 5A (1-hour, Protected Wood-Framed) | ☐ Type 5B (Unprotected Wood-Framed) |

Occupancy Classification (select all that apply)

- | | |
|--|-------------------------|
| ☐ Assembly – Group A | Specify Subgroup: _____ |
| ☐ Business – Group B | |
| ☐ Educational – Group E | |
| ☐ Factory and Industrial – Group F | Specify Subgroup: _____ |
| ☐ High Hazard – Group H | Specify Subgroup: _____ |
| ☐ Institutional – Group I | Specify Subgroup: _____ |
| ☐ Mercantile – Group M | |
| ☐ Residential – Group R | Specify Subgroup: _____ |
| ☐ Storage – Group S | Specify Subgroup: _____ |
| ☐ Utility and Miscellaneous – Group U | |

Utility Connections

Will you be connecting to City of Catoosa or City of Tulsa Utilities:

☐ City of Catoosa

☐ City of Tulsa¹

Water Tap:	☐ Yes	☐ No			
Water Meter Size:	☐ 0.75"	☐ 1"	☐ 1.5"	☐ 2"	☐ Greater than 2"
Water Meter:	☐ 0.75"	☐ 1"	☐ 1.5"	☐ 2"	☐ Greater than 2"
Water Deposit Paid:	☐ Yes	☐ No			
Sewer Tap:	☐ Yes	☐ No	☐ Septic ²		

¹ If you will connect to the City of Tulsa, you must obtain a letter from the City verifying capacity to serve the location of the new construction and submit with this application.

² Septic must be preapproved by the City and ODEQ

Sewer Tap Size: ☐ 1" ☐ 1.5" ☐ 2" ☐ 3" ☐ Greater than 3"

Plumbing

Number of Fixture groups: _____ Number of Gas Appliances: _____

Gas Meter ☐ Yes ☐ No Number of Meters: _____

Electrical

Amp Capacity: _____ Temp Pole Needed ☐ Yes ☐ No

Number of Electrical Appliances: _____

Mechanical

Number of A/C Units: _____ Tonage of the Unit(s): _____

Fire and Alarm Information

Sprinklered: ☐ Yes ☐ No

Fire Alarm System: ☐ Yes ☐ No

Plan Review for Commercial Projects

All commercial permitting will require a plan review by the Third Party Plan Reviewer Okie Safety. In addition to submitting plans to the City of Catoosa, the applicant will be responsible for submitting their plans for review to Okie Safety using their Accela Portal. You can access the portal here: [Accela Citizen Access](#)

Application Checklist

- Site Survey stamped by an Licensed Surveyor
- Computer Aid Drawn Construction Documents (hand drawn plans will not be accepted)
- ODEQ Storm Water Permit **This is required if you are disturbing an acre or more.**
- City of Tulsa Letter of Capacity (if applicable)

Applicant Signature

Date

Please Complete This Document and Return to the City of Catoosa Permitting office via email at inspections@cityofcatoosa.org