



City of Ponca City
Development Services Department

516 E. Grand P.O. Box 1450, Ponca City, OK 74602 * Phone (580) 767-0383 * Fax (580) 767-0325

BUILDING PERMIT APPLICATION

Date: _____ Permit#: _____

TYPE OF PERMIT: BUILDING____ DEMOLITION____ ELECTRICAL____ PLUMBING____ FENCE____

MECHANICAL____ SIGN____ POOL____ MOVING____ OTHER____

PROJECT ADDRESS/LOCATION: _____

APPLICANT/OWNER: _____

ADDRESS: _____ PHONE: _____

CONTRACTOR(S):

GENERAL: _____

Address: _____ PHONE: _____

ELECTRICAL: _____ PLUMBING: _____

MECHANICAL: _____ ARCHITECT: _____

DESIGN PROFESSIONAL IN CHARGE: _____ PHONE: _____

DESCRIPTION OF WORK: NEW REMODEL/REPAIR RESIDENTIAL COMMERCIAL

OTHER DETAILS: _____

DOES SCOPE OF WORK INCLUDE SIDEWALKS &/OR DRIVE APPROACHES? YES NO

NOTE: SIDEWALKS OR OTHER WORK IN A RIGHT-OF-WAY REQUIRES A SEPARATE PERMIT

SITE PLAN ATTACHED: YES NO **COST ESTIMATE:** _____

SITE PLAN **MUST** INCLUDE:

1. A PLOT PLAN OF THE PROPERTY SHOWING LOT DIMENSIONS, BUILDING LINES, AND EASEMENTS.
2. LOCATION, HEIGHT, & DIMENSIONS OF EXISTING & PROPOSED STRUCTURES

FEE SCHEDULE

PERMIT TYPE	BUILDING FEE	ELECTRICAL FEE	PLUMBING FEE	MECHANICAL FEE
COMMERCIAL	\$16/100 SF	\$4/100 SF	\$4/100 SF	\$4/100 SF
RESIDENTIAL	\$8/100 SF	\$2/100 SF	\$2/100 SF	\$2/100 SF
REMODEL	Applicable above fees will be charged; based on adjusted square footage of area to be remodeled*			
MINIMUM FEES	\$25	\$25	\$25	\$25
IN-GROUND POOL	\$25			
DEMOLITION	\$50			
FENCE-FRONT YARD OR REVOCABLE	\$25			
WORK BEGUN W/OUT PERMIT	3 X Standard fee	3 X Standard fee	3 X Standard fee	3 X Standard fee
RE-INSPECTION OF NON-APPROVED WORK	\$37.50	\$37.50	\$37.50	\$37.50
OCCUPANCY CERTIFICATE	\$25			
TEMPORARY ELECTRIC	\$25			
SIGN	\$25			
UNDERGROUND SPRINKLER	\$25			
ACCESSORY STRUCTURE (<200 SF IN AREA)	NO PERMIT REQUIRED			
STATE OF OKLAHOMA UBCC FEE	\$4.00	\$4.00	\$4.00	\$4.00

**For interior-only remodels, the work area square footage will be divided by 4 to determine adjusted area*

SIGNATURE OF OWNER/APPLICANT: _____

SUMMARY OF LOCAL R1 (1- & 2-FAMILY) ZONING REGULATIONS

- (1) LOT LINE CLEARANCES IN R1 (ONE- & TWO-FAMILY DWELLING) ZONES:**
FRONT BUILDING SETBACK-AT LEAST 25' FROM STREET RIGHT-OF-WAY/PROPERTY LINE (20' ON CORNER LOTS)
SIDE CLEARANCE-6' MINIMUM (FOR ALL STRUCTURES)
BACK CLEARANCE-20' OR 25% OF LOT DEPTH, WHICHEVER IS LESS (FOR PRIMARY STRUCTURES)
1' MINIMUM (FOR ACCESSORY STRUCTURES IN THE REAR YARD)

- (2) MAXIMUM LOT COVERAGES IN ALL RESIDENTIAL ZONES:**
FOR PRIMARY STRUCTURES-40% OF TOTAL LOT AREA

- (3) MAXIMUM HEIGHT ALLOWANCES IN ALL RESIDENTIAL ZONES:**
FOR PRIMARY STRUCTURES-2 ½ STORIES OR 35'

NOTE: PROVISIONS FOR SETBACKS, COVERAGES, & HEIGHT OF ACCESSORY STRUCTURES VARY FROM THOSE FOR PRIMARY STRUCTURES. CONSULT THE ACCESSORY STRUCTURE PERMIT APPLICATION FOR DETAILS.

- (4) CAR PORTS:**
-MUST BE OVER PAVED SURFACE
IN FRONT YARD-5' MINIMUM CLEARANCE FROM RIGHT-OF-WAY/PROPERTY LINE
-MUST BE OPEN ON ALL SIDES FROM EAVES LINE TO GROUND
-PERMIT IS REQUIRED

- (5) FENCES:**
-CAN'T EXCEED 8' IN HEIGHT
-MUST BE BUILT OF MATERIALS COMMONLY USED FOR FENCING
IN FRONT YARD-CAN'T EXCEED 4' IN HEIGHT
-CAN'T CREATE A TRAFFIC SIGHT OBSTRUCTION (ONLY OPEN PICKETS, CHAIN LINK, OR OTHER APPROVED MATERIALS ARE ALLOWED; NO BARBED, HOG, OR CHICKEN WIRE)
-CAN'T OBSTRUCT A PUBLIC WALKWAY
-PERMIT IS REQUIRED

- (6) OTHER RESTRICTIONS:**
NO PERMANENT STRUCTURES, WITH THE EXCEPTION OF FENCES BY REVOCABLE PERMIT, ARE ALLOWED TO BE BUILT IN ANY EASEMENT

SIGNS ARE ALLOWED ONLY IN ACCORDANCE WITH PROVISIONS OF THE CITY OF PONCA CITY ZONING CODE

ALL STRUCTURES MUST CONFORM TO LOCAL BUILDING CODES

OWNER/APPLICANT IS ADVISED THAT PLATTED COVENANTS MAY ALSO APPLY. COVENANTS MAY BE MORE RESTRICTIVE THAN CITY ORDINANCES. THE CITY DOES NOT ENFORCE COVENANT PROVISIONS.

THIS LIST IS ONLY A PARTIAL SUMMARY OF LOCAL ZONING CODES. THE APPLICANT SHOULD BE AWARE THAT OTHER RESTRICTIONS MAY ALSO APPLY.

REQUIRED CONSTRUCTION INSPECTIONS:

- FOOTINGS, FOUNDATIONS & SLABS FOR STRUCTURES MUST BE INSPECTED PRIOR TO CONCRETE PLACEMENT*
- FRAMING & ANY LOAD-BEARING ELEMENTS MUST BE INSPECTED BEFORE APPLICATION OF FLOOR, WALL, CEILING OR OTHER COVERINGS*
- ALL ELECTRICAL, PLUMBING OR MECHANICAL (HEAT & AIR) WORK MUST BE INSPECTED BEFORE IT IS COVERED BY ANYTHING*
- ANY WORK PERFORMED ON A FIRE-RATED ELEMENT MUST BE INSPECTED & APPROVED*