



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

RESIDENTIAL ACCESSORY STRUCTURE PERMIT APPLICATION

Note: Permit will not be issued until form is completed & all information provided to assure compliance with building & zoning codes.

Date: _____ Permit #: _____
 Name of applicant: _____ Phone: _____
 Project address/location: _____
 Contractors: (Provide as applicable)
 General: _____ Phone: _____
 Electrical: _____ Plumbing: _____
 Mechanical: _____ Designer: _____

Site plan attached: Yes _____ No _____ Reviewed by Staff/On-Site _____
(Site plan must clearly show yard dimensions, easements, floor size/ height of proposed structure, & location in relation to property lines.)

Height of primary structure (house): _____ Height of proposed structure: _____
(Accessory building is to be no taller than the house, and in any case may not exceed 17.5 feet in height. Accessory structures are not allowed on a vacant residential lot.)

Floor area of proposed structure: _____ Floor area of primary structure (House): _____
(Floor area, or lot coverage as calculated using the outside dimensions of the structure, is to be equal to 20% or less of the rear yard area, and in any case may not exceed 800 SF. An accessory building must also be subordinate in size to the primary structure. I.e., the floor area of the accessory building must also be less than that of the house.)

Setback distance from side property line: _____
(Setback distance from side property line to the tallest point of the proposed structure must be equal to or greater than the height of that structure, and may not be less than 6 feet.)

Permit required?: Yes _____ No _____ (To be verified by Development Services staff)
(Accessory structures of 200 SF or less in floor area do not require a permit, but must meet all other building & zoning requirements.)

Construction Details:
Materials to be used: _____ **Cost Estimate:** _____
Floor: _____
Walls: _____
Roof: _____
Structural Compliance: Manufacturer's Verification _____ Engineered Plans _____
 Staff Approval _____ Per Inspection _____

 Applicant Signature City Staff/Approval

Permit Fees

Structure:	\$.08/SF plus \$4 State of Oklahoma fee	
Electrical:	\$.02/SF	“
Plumbing:	\$.02/SF	“
Mechanical:	\$.02/SF	“

Regardless of structure size, minimum permit fee will be \$29.

Procedures

Project will be reviewed to determine compliance with:

- 1) International Residential Code, currently-adopted edition
- 2) Municipal zoning regulations (Size, height, setbacks, location & materials)
- 3) Flood zone regulations
- 4) Current editions of the International Plumbing, Fuel Gas & Mechanical Codes, if applicable
- 5) National Electrical Code, currently-adopted edition, if applicable

Materials/Code & Structural Compliance

- 1) Structure must meet minimum Code standards, meaning it must be able to withstand winds of 90 mph, and snow loads of 10 lbs./SF. Proof of compliance may be provided by building manufacturer, engineer's stamp/approval, staff acceptance based on past experience, or through construction & inspection to indicated codes.
- 2) Corrugated, galvanized tin is not allowed as roofing or siding.
- 3) Plywood or OSB sheathing must be covered/coated to provide weather resistance.
- 4) Materials & equipment used must be installed per manufacturer's specifications.
- 5) Private covenants may limit the types of materials used. Applicant is advised to verify the existence or absence of such covenants.

Other/Miscellaneous

- 1) Inspections of permitted construction are required for footings/slabs, framing, & any electrical, plumbing or mechanical work. Homeowners may perform their own work if they own & live at the property.
- 2) Repairs to existing structures may be allowed without requiring compliance with current zoning regulations on height, size & setbacks.
- 3) For large residential lots of ½-acre or more in area, exceptions to the height, size & setback standards may be allowed per Municipal Code Section 11-17-7 A., “Special Exceptions.”