



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. City codes also require a 10-day notice period, after staff approval, to allow neighborhood covenant enforcement, if applicable.

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 for lots of less than one acre in size. An accessory structure up to but not exceeding 1500 SF in area may be allowed on a lot of one acre or larger. An accessory building must also be subordinate in size to the primary structure.)

Setback distance from side property line: _____

(Setback distance from a side property line to the structure wall adjacent to that property line must be equal to or greater than the height of that wall, 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

(1)

(See reverse side/pg. 2 for more information.)

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.