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Commercial/Industrial/Office Building Permit Requirements

Revised: 11/03/2021

Please read carefully all the information and instructions as some of the application procedures have changed. Building permits are required for all new construction to include additions to existing structures. Upon approval by the City of Blanchard, building permits are valid for six months. If building is not complete within six months, a new permit must be obtained or a written request for extension submitted and approved. Residential structures containing three (3) or more units will use this application.

All Commercial/Industrial/Office permits must be submitted with the following documents:

1. **Warranty or Quit Claim Deed** — must include book and page number
 - a. If property is not in a platted subdivision, the deed must be either
 - i. five years or older OR
 - ii. submitted with evidence regarding legal lot split approval
 - b. If not the legal owner of the property, written and notarized permission from the legal owner(s) of the property must accompany the application
2. **Site Plan**
 - a. One physical copy of a 24" x 36" site plan **and a digital copy of the site plan to be emailed to permits@cityofblanchard.us**, to include the following:
 - i. Physical address of property
 - ii. Vicinity map
 - iii. North arrow for reference
 - iv. Easement(s) and/or right(s) of way, with widths to include all egresses and ingresses
 - v. Property/lot lines with dimensions, location of proposed structure, and location and square footage of all existing structures
 - vi. Building lines showing all required setbacks for front, side, and rear yards
 - vii. Center line and width of adjacent streets
 - viii. Driveway location and length
 - ix. Drainage to include size of tin horns and other infrastructure.
 - x. Location and type of signage on the site – including signage on the structure
 - xi. Location of dumpster(s) and/or dumpsters pad(s) if dumpster(s) are not located on the parking lot.
 - xii. Erosion Control plan – include what erosion and sedimentation control measures you intend on using during the construction phase and how you will stabilize the construction entrance.
 - b. One physical copy of a 24" x 36" Occupancy Plan, **and a digital copy of the Occupancy Plan to be emailed to permits@cityofblanchard.us**, to include the following:
 - i. Building Floorplan
 1. Exits, Exit lights, Exit signage, exit flow
 2. Locations of all fire extinguishers
 3. Knox Box location
 4. Fire Department Connection (FDC) location
 5. Alarm panel location
 6. Any other life safety items, not listed above
 - ii. Exterior Layout to include but not limited to the following:
 1. Parking spaces (include a proposed number of spaces)
 2. ADA parking spaces (include a proposed number of spaces)
 3. All egress and ingress
 4. Fire hydrants (if applicable)
 5. Location of the fire lane
 6. Exterior lighting
 7. Any other life safety items not listed above



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- c. If you are unable to meet any of the above requirements you will need to submit with the site plan and occupancy plan a reason for any omissions.
- 3. Full Set of Building Plans**
 - a. Stamped by the Engineer or Architect
 - b. One set must stay at the construction site
- 4. Completed Commercial/Industrial/Office Permit Application and a floodplain application (if applicable)**
- 5. Plan Review Fee - \$150.00**



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Commercial/Industrial/Office Building Permit Information for Applicant

Applicant Information

1. **Site Plan Review** – After the application and required documents have been submitted to the Permits Clerk and the \$150.00 has been processed, a site review will be held within 7 to 10 business days. We encourage the Applicant, Developer, Engineer, and/or Architect to attend the plan review. We request that the full set of plans be submitted and present at the time of the review.
2. **Full Set of Building Plans** – Please be advised that if the outcome of the Site Review Committee requires or recommends changes, a new set of building plans will need to be resubmitted and signed off on before the payment of the permit. There may be multiple plan reviews scheduled during this process. Once the Committee has signed off on the review of the site plan and the building plans, the permit fee will be calculated for final payment. Once the payment is processed the permit will be approved by city staff.
3. **Erosion Control Plan** – For more information on general requirements for erosion control and a stabilized construction entrance see the Blanchard Municipal Code (BMC) § 22-331. City recommends using a silt fence for erosion control.
4. **Development in or near the floodplain** - If part of construction site is located in the floodplain a Floodplain Development Permit Application will be required to be submitted with the application.
5. **Connecting to the Water Main.** Contractors will be required to pay for water connections when construction of a new commercial structure. If you are unsure if you will be able to connect to the city main, city staff will determine the feasibility of a connection during the site review. The Water Supervisor might require a site visit prior to the approval of your application. All new water connections will include but not be limited to: installation fees, meter and parts costs, tap and parts costs, impact fees, any extensions costs, and any possible boring requirements. **During a site visit, city staff will determine whether a bore will be required and the fees associated with boring under a city right-of-way.** Costs related to boring might be assessed as an additional fee after the permit has been approved and been paid.
6. **Meters** - Our standard meter taps are 1". Our standard water meters are 3/4". We do offer 1" meters and 2" meters with 2" taps. If you need to obtain a meter larger than 2" you will need to contact City Hall for pricing. We recommend a separate tap and meter for irrigation systems. If you are unsure about the size of a meter you will need, please contact your Plumber or Landscape Architect to determine what size will be appropriate for your location. The application will not be approved until we have the meter information in order to calculate the correct fees.
7. **Water Well** – If the site is not within the required distance from a water main and you plan on drilling a water well, you will need to call Oklahoma Water Resources Board (OWRB) prior to application to determine the feasibility and any applications and fees associated with such activity. The number is (405) 530-8800.
8. **Sewer** – If your site is within 300 feet of a sewer main you will be required to connect to the line. For all Sewer Taps, the City uses the standard specs.
9. **Septic Requirements (if applicable)** – if your site is not within the required distance of a sewer main, a septic system will be required. A Percolation / Soil Test from ODEQ will be required to be submitted with the application. The number is (405) 702-6222



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Commercial/Industrial/Office Building Permit Information for Applicant

10. **Veneer requirement** – City requires a finished veneer on all exterior walls facing the street. See BMC § 21-736 for more information.
11. **DEQ –Ground Clearance NOI** - If you will be clearing more than one acre of land please go to the following website for instructions for DEQ ground clearance NOI.
https://www.deq.ok.gov/wp-content/uploads/water-division/NOTICE-OF-INTENT-Form606-002A_REVISED.pdf
12. **Industrial Use Permit (if applicable)** Any person applying for a permit to make any connection for industrial wastes shall follow the requirements set forth in the BMC § 16-812, §16-813.
13. **For Grease, Oil and Sand Interceptors (if applicable)** see BMC § 16-814.
14. **Signage – No fee, see submission requirements for details.**
15. **Driveway – No fee, an inspection by the streets supervisor will be required prior to cutting into a city street and after the cutting has been complete.**
16. **Dumpsters** - All commercial and industrial dumpsters must be screened. A copy of the site plan showing the location of the dumpster(s) will be sent to Waste Connections for review.
17. **Building Inspections**
 - a. 24 hours notices are required for all inspection requests - Call (405) 485-9392.
 - b. A contractor licensed with the State of Oklahoma and the City of Blanchard must request inspections for the following:
 - i. Electrical -- Temporary Pole, Rough-In, Temporary Electric Final, Final
 - ii. Plumbing -- Ground, Top-Out, Final
 - iii. Mechanical -- Ground, Top-Out, Final
 - iv. Roofing
 - c. The builder must request foundation, frame, and final building inspections.
 - d. All required inspections must be passed before the final inspection may be conducted and a Certificate of Occupancy issued.
 - e. Any permits issued in violation of any ordinance or statute shall be void and no rights or immunities shall be acquired thereby. Nothing in the permit shall be construed to convey or impair the City's rights of maintenance and repair of its utility easements. Destruction of any permanent or temporary structure placed on or over any of the City's easements by virtue of this permit which is occasioned by said maintenance or repair shall be at the expense of the permit holder, his/hers heirs, or assigns.
 - f. Please call (405) 485-9392 to schedule an inspection. The cost of the inspections are included in the cost of the building permit.
 - g. **Sewer Lines** - Building/developers are responsible for checking the elevation of sewer lines for adequate gravity flow. If sanitary sewer hookup is not available, a percolation test must accompany the building permit application. Please ensure a backflow preventer is installed on the sewer system.
 - h. **Before Beginning Work**
 - i. Post address and building permit in the front yard or entrance to property. Failure to do so may delay inspections
 - ii. Call Okie One - 1-800-522-6543 for free utility locates and spots prior to digging.
 - iii. Absolutely NO construction, footing inspections, and/or pours will be allowed without an approved building permit.



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iv. The electric and gas company will NOT set a temporary or permanent meter unless it has been approved and released by the City of Blanchard. All builders and property owners are responsible for locating the pins and marking the property/lot lines on building locations.

17. Post Construction

- a. A Certificate of Occupancy Permit is required upon completion of structure but before all other required inspections have been conducted and passed by the City Inspector.
- b. A Completed Occupancy Application will need to be filled out
- c. If ownership is changing from a developer/builder account to a private ownership a water account must be set up in the new owners name prior to approval. New tenants or owners will be required to fill out a New Service Agreement prior to the approval of the occupancy.
- d. All commercial, industrial, and office buildings are required to meet the requirements of the adopted International Fire Code. Suppression plans and alarm plans will be submitted to the State Fire Marshal Office, reviewed and approved by State Fire Marshal Office and by the Blanchard Fire Chief.
- e. State Health Inspection/Approval (for Food Preparation)

I hereby state that I, _____, have read all the requirements for this application and have submitted all the necessary documentation.

Signature of Applicant

Date



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Sign Permit Application Checklist

Submission Requirements

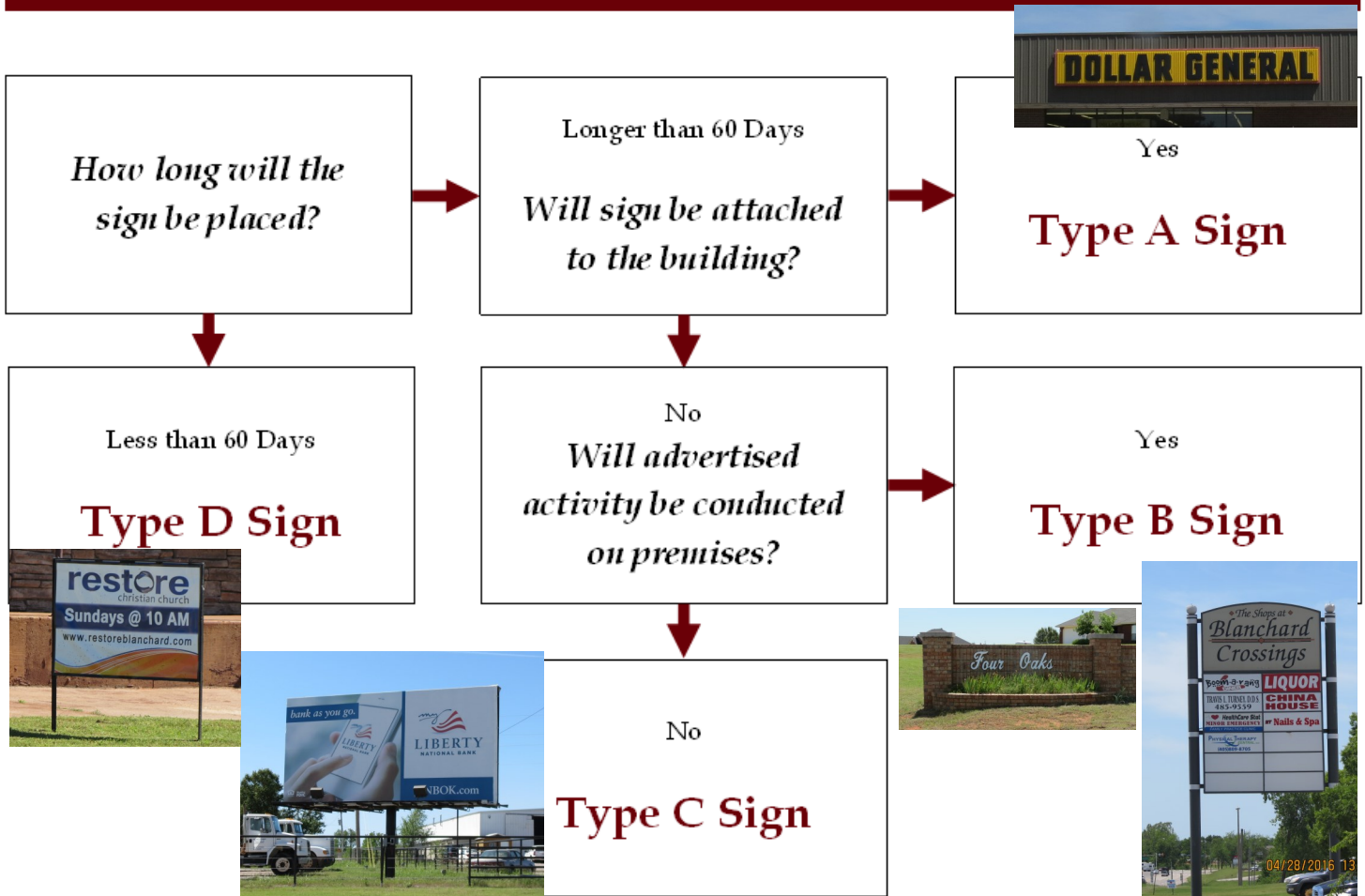
Application must be submitted with the following:

Construction Document – A complete visual description, including sign dimensions.

Site Plan of entire property, including the following information:

- Drawn to scale of no greater than 1 in. = 100 ft. on paper no smaller than 8.5" x 11" and no larger than 11" x 17"
- Physical address of property and North arrow for reference
- Vicinity map, if a Type C sign
- Property/lot lines with dimensions, location of proposed sign, and location and square footage of all existing structures (including easement(s) and/or right(s) of way, with widths)

Blanchard Sign Type Determination Flow Chart





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Commercial/Industrial/Office Building Permit Application

Applicant Address: _____ Permit #: _____

Owner Information

Name: _____ Phone: _____

Address: _____ City, ST, Zip: _____

Email: _____

Contractor Information

Name of Individual or Business: _____

Address: _____ City, ST, Zip: _____

Email: _____ Phone: _____

Location

Street Address: _____

If the property does not have an address than a 911 address will be addressed by the City Planner prior to the approval of this application.

Signs

Type A _____ Type B _____ Type C _____ Type D _____

Utilities

Water Connection Needed? ____ Yes ____ No Meter Size (choose one) 3/4" ____ 1" ____ 2" ____

Irrigation Meter Needed? ____ Yes ____ No Size of Irrigation Meter: _____ (recommended by

Plumber/Landscaper) Is there a tap already at the location? ____ Yes ____ No

Sewer Connection Needed? ____ Yes ____ No

Natural Gas: ____ Yes ____ No

Septic System: ____ Yes ____ No

Liquefied Petroleum: ____ Yes ____ No

Public Sewer: ____ Yes ____ No

Electric Provider _____

Aerobic System ____ Yes ____ No

Gas Provider _____

Does the site need a pad for a commercial dumpster? ☐ Yes ☐ No



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Commercial/Industrial/Office Building Permit Application (Cont.)

Structure Type

_____ Office _____ Industrial Facility _____ Commercial Facility _____ Other

Driveway and Parking

_____ Concrete _____ Asphalt _____ Chip&Seal

_____ Thickness of parking and driveway

_____ Total # of spaces _____ Total # of ADA space

Specialty Contractors

Mechanical Contractor: _____ City: _____ Phone: _____

Electrical Contractor: _____ City: _____ Phone: _____

Plumbing Contractor: _____ City: _____ Phone: _____

Roofing Contractor: _____ City: _____ Phone: _____

I HEREBY CERTIFY THAT THE STATEMENTS IN THIS APPLICATION AND THE ATTACHMENTS HERETO ARE TRUE AND CORRECT AND THAT THE PROPERTY OWNER HAS GIVEN PERMISSION FOR THIS WORK TO PROCEED. I FURTHER CERTIFY THAT ALL CONSTRUCTION WORK UNDER THIS PERMIT WILL CONFORM TO THE ATTACHED PLANS, SPECIFICATIONS AND DRAWINGS AND TO THE CODES AND ORDINANCES OF THE CITY OF BLANCHARD, AND THAT ALL MECHANICAL, ELECTRICAL, AND PLUMBING CONSTRUCTION SHALL BE PERFORMED BY CONTRACTORS LICENSED BY THE STATE OF OKLAHOMA AND LICENSED WITH THE CITY OF BLANCHARD.

Name: _____ Signature: _____ Date: _____

Office Use Only

Application Received by: _____ Date: _____

\$150.00 Plan review fee paid (Please Attach copy with the application) Fee accepted by: _____

Plan Review Completed _____ Yes _____ No Date of Meeting: _____

Building Permit Approved: _____ Yes _____ No

Water Supervisor: _____ Date: _____

City Planner: _____ Date: _____

City Inspector: _____ Date: _____

City Clerk: _____ Date: _____

Fire Chief: _____ Date: _____



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Commercial Building Permit Payment Calculation

Building Permit Fees

Applicant: _____ Permit #: _____

Upon Delivery of Application

Plan Review Fee \$150.00

TOTAL DUE UPON **\$150.00**

DELIVERY OF APPLICATION

*Upon Review and
Acceptance of Application*

TOTAL SQUARE FOOTAGE: _____

Structure Fee = \$.10 per sq ft. \$ _____

Mechanical Permit Fee = \$.10 per sq ft. \$ _____

Electrical Permit Fee = \$.10 per sq ft. \$ _____

Plumbing Permit Fee = \$.10 per sq ft. \$ _____

Building Permit Fee \$75.00

Occupancy Fee \$100.00

Tornado Siren Fund \$25.00

Inspection Deposit (refundable upon issuance of occupancy permit) \$100.00

State Uniform Building Code Fee \$4.00 x _____ quantity of permits \$ _____

(structure, mechanical, electrical, plumbing

\$0.50 x _____ quantity of permits \$ _____

TOTAL BUILDING PERMIT FEES \$ _____

Building Permit Utility Fees

Meter Utility Fees

*If installing a 1" or 2" meter see next page
for fees*

3/4" Meter

-Meter Deposit (\$100.00) \$ _____

-3/4" Meter and fees (\$751.00) \$ _____

-1" Tap (\$121.00) \$ _____

-Impact Fee (\$650.00) \$ _____

-Boring Costs (at Cost) \$ _____

Total \$ _____

Additional Irrigation Meter Utility Fees (if applicable)

*If installing a 1" or 2" meter see next page for fee
calculations*

3/4" Meter

-Meter Deposit (\$100.00) \$ _____

-3/4" Meter and fees (\$751.00) \$ _____

-1" Tap (\$121.00) \$ _____

-Impact Fee (\$650.00) \$ _____

-Boring Costs (at Cost) \$ _____

Total \$ _____

Sewer Meter and Tap

Sewer Meter and Tap (\$50.00) \$ _____

Sewer Impact (\$650.00) \$ _____

Total \$ _____

TOTAL PERMIT FEE \$ _____



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Commercial Building Water Sewer Calculations

For Office Use Only

Water and Sewer Meter Fees:

(If tap is already on site do not charge them for a tap fee)

Meter Deposit	\$ _____
1" Meter and fees (\$1045.00)	\$ _____
1" Tap (\$121.00)	\$ _____
Impact Fee (\$650.00)	\$ _____
Boring Cost (at Cost)	\$ _____
Total	\$ _____

Meter Deposit	\$ _____
2" Meter and fees (\$1440.00)	\$ _____
2" Tap (\$1288.00)	\$ _____
Impact Fee (\$650.00)	\$ _____
Boring Cost (at Cost)	\$ _____
Total	\$ _____

For Irrigation Water Meter Fees (if applicable):

Meter Deposit	\$ _____
1" Meter and fees (\$1045.00)	\$ _____
1" Tap (\$121.00)	\$ _____
Impact Fee (\$650.00)	\$ _____
Boring Cost (at Cost)	\$ _____
Total	\$ _____

Meter Deposit (\$100.00)	\$ _____
2" Meter and fees (\$1440.00)	\$ _____
2" Tap (\$1288.00)	\$ _____
Impact Fee (\$650.00)	\$ _____
Boring Cost (at Cost)	\$ _____
Total	\$ _____

Water Well

\$25.00



City of Blanchard

Floodplain Development Permit Application

Application Number: _____

Date: _____

Applicant Information

Name: _____

Phone: _____

Address: _____

City, ST, Zip: _____

Email: _____

Site Details

Section: _____ Township: _____ Range: _____

Legal Description of development site: _____

Please attach a certificate of elevation for the location of development.

Desired development: (check as many as applicable)

☐ New Construction ☐ Elevation/fill ☐ Manufactured home placement

☐ Excavation ☐ Drilling ☐ Burial (pipeline or cable)

☐ Mining ☐ Remodel ☐ Storage (equipment or supplies)

Other (please specify): _____

Base flood elevation: _____ ft Lowest floor elevation: _____ ft

FIRM map number: _____ ft FIRM map effective date: _____

Flood zone: _____ Is the development in the floodway? Yes ☐ No ☐

Development within the floodway is restricted to cases where an engineer study provided by the applicant demonstrates that the proposed land use will not have an adverse impact and will not increase the base flood elevation during the 100-year flood.

All applicants are responsible for obtaining federal, state, and local permits for proposed development. The City is not responsible for permits not obtained by applicants. I certify that the information provided is true and correct to the best of my knowledge.

Name: _____ Signature: _____ Date: _____