

#### Procedures for Building Permits:

1. The Property Owner must submit a completed building permit application to City Hall, at least 14 days prior to proposed construction date.
2. Work on the Project cannot be started until the building permit is approved by the administrative official. The appropriate Permit fee must also be paid when the application is submitted.
3. It is the responsibility of the Property Owner to know the locations of the property lines for the proposed construction project. This may require a survey being completed by a licensed surveyor.
4. It is the responsibility of the Property Owner to comply with all zoning and other requirements for the site. Copies of the Zoning Ordinances can be provided at the City Clerk's Office.
5. A Plat Plan (Site Plan) to scale must be provided showing the exact dimensions and shape of the lot to be built upon; the exact sizes and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building or alteration. The drawing is required to show the setback requirements as per the zoning ordinance. Commercial property must also show the present / proposed parking. There may also be area and height regulations.
6. If plumbing or electricity are installed, the contractor(s) are required to be listed on the application at the time of submission and said contractor must be licensed in the State of Oklahoma and City of Newkirk. (Unless owner occupied resident)
7. If work as described in any building permit has not begun within 90 days from the date of issuance of said permit it shall expire. If there is scheduling problem contact the administrative official. If the work described has not been substantially completed within two years of the date of issuance of said permit it shall expire.
8. Only building permits issued for the plans provided and approved are allowed to be built.
9. A denial of a building permit application will be in writing stating the reason.
10. A Board of Adjustment has been appointed to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the administrative official. This board can possibly grant special exceptions or variances that will not adversely affect the public interest.

11. A written application (Board of Adjustment Form) for a special exception or variance must be completed stating the grounds on which it is requested. This must include the \$100.00 fee.
12. Notice of the Board of Adjustment meeting will be given at least 15 days in advance of the public hearing. This will be published in the local newspaper and provided to all property owners within 300 feet of the proposed area being considered.
13. The Board of Adjustment will make a written finding.
14. Any person(s), any board, taxpayer, department, board or bureau of the City aggrieved by any decision of the Board of Adjustment may seek review by the District Court in the manner provided by the laws of the State of Oklahoma.

PLEASE NOTE: FAILURE TO FOLLOW THE ZONING ORDINANCE RESTRICTIONS FOR YOUR BUILDING PROJECT MAY RESULT IN A FINE BEING LEVIED AGAINST YOU ON A DAILY BASIS.

APPLICATION FOR BUILDING/MOVING PERMIT

Newkirk, Oklahoma

Fees as follows:

A. New Construction (Resident) \$50.00 minimum for the first 1,000 square feet and \$5.00 additional for each additional 100 square feet. (.05 per square foot.)

B. New Construction (Commercial or Industrial) \$50.00 for first 1,500 square feet and \$5.00 additional for each additional 100 square feet. (.05 per square foot.)

C. Remodel by Expansion. No fee under 150 square feet but must complete building permit application. If building is over 150 square feet \$5.00 additional for each additional 100 square feet. (.05 per square foot.)

Remodel no Expansion. No Fee but must complete building permit application.

D. Moving Permit. A \$50.00 fee to move any structure (including mobile homes) around inside or into the City. (Mobile homes cannot be older than ten (10) years or damaged.)

E. Oklahoma State Fee required of \$4.50 for each building/electrical/plumbing permit. (4/1 /2010)

F. Application must be submitted at least 14 days prior to construction date for review. Building Permit must be obtained before start of project. Any denials will be in writing.

Name of Applicant:	
Address of Applicant:	
Telephone (s):	
Legal description of Property:	Block: _____ Lot(s): _____ Addition : _____
For Mobile Homes :	Year: _____ Vin #: _____
Estimated Value of Construction:	\$ _____
Type of Construction:	

