



Town of Union City

101 N. Elm Ave. Union City, OK 73090

PO Box 36

405.483.5509 | Phone

www.unioncityok.gov

BUILDING PERMIT PACKET

All Information Must Be Completed.

Important Reminders:

A phone number where you can be reached must be on these applications. The legal description must be on the applications. If you need assistance completing the applications, please call 405-483-5509.

Enclosed in this Packet:

- 1) Building Permit
- 2) Floodplain Permit
- 3) Fee Schedule:
- 4) Building Permit:
 - Plan and Review Fee- \$40.00
 - Plus .06 per square Foot
- 5) Floodplain Permit
 - Floodplain Permit Fees will be assessed unless there is a valid Floodplain Permit on file with the Town of Union City.
 - Floodplain Permit-\$25.00

Uniform Building Code Comm. Fee-\$4.50

Occupancy Permit-----\$10.00

FLOODPLAIN PERMIT DEVELOPMENT APPLICATION

Section 1: General Provisions (applicant Must Read and Sign)

1. No work may start until a Floodplain Permit has been issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. The permit will expire if no work is commenced within six months of issuance.
5. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
6. Applicants hereby give consent to Local Floodplain Administrator or his/her representatives, inspections to verify compliance.

I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Applicants Signature _____ Date _____

Section 2: Proposed Development (To be completed by Applicant)

****Project Location****

To avoid delay in processing the application, please provide enough information to easily identify the PROJECT LOCATION, provide the address, lot number or legal description of the project. A sketch attached to the application showing the property description will be helpful.

Section 3:Description of work (check all that apply)

Structural Development

<u>ACTIVITY</u>	<u>STRUCTURAL TYPE</u>
New Structure	Residential- 1 Family
Addition	Residential-More than 1 Family
Alteration	Non –Residential
Relocation	Commercial
Demolition	Combined Use (Res.& Comm)
Replacement	Modular Home Mobile Home (In Mobile Home Park?) Yes No

A. Other Development Activities:
(Please Check all that apply)

Fill Mining Drilling Grading Propane Tank

Excavation (except for structural development)
Drainage Improvements (including culvert work)

Watercourse Alteration (Including dredging and channel modifications)

Road, Street, or Bridge Construction Subdivision (New or Expansion)

Individual water or sewer system

Other (please specify) _____

After completion, APPLICANT must submit forms to Local Administrator for review.

Floodplain Determination:
(This section is to be completed by Floodplain Administrator)

The proposed development is located on:

FIRM panel # _____

Dated: _____

The proposed development:

Is Not located in a Special Flood Hazard Area. Notify applicant that the application review is complete and no floodplain development permit is required.

IS Located in a Special Flood Hazard area and the following information must be provided.

1. Actual (As Built) Elevation of the top of the lowest floor, including basement.
2. Actual (As Built) Elevation of flood proofing protection.

****THE ELEVATION CERTIFICATE MUST BE COMPLETED BY A REGISTERED PROFESSIONAL ENGINEER OR A LICENSED LAND SURVEYOR.***

IF you are in the floodplain an elevation certificate must be attached before a permit is issued.

Signed: _____ Dated: _____

Issuance of Permit:

Permit Issued _____

Fee Paid: _____

Signed: _____

Floodplain Administrator

BUILDING PERMIT

TO BE FILLED OUT BY APPLICANT

PERMIT # _____

PROPERTY OWNER

ADDRESS OF PROPERTY

LEGAL DESCRIPTION

TYPE OF WORK TO BE DONE: ERECT _____ ALTER _____ REPAIR _____ OTHER _____

PROPOSED USE: _____

LOT INFORMATION:

FRONTAGE _____ AVERAGE DEPTH _____ AREA _____

BUILDING INFORMATION SETBACK INFORMATION FROM PROPERTY LINE

_____ MAIN _____ ACCESSORY | MAIN _____ ACCESSORY _____

WIDTH _____ FRONT _____

DEPTH _____ SIDE _____

HEIGHT _____ SIDE _____

FLOOR _____ REAR _____

FLOOR AREA _____

TOTAL % OF LOT COVERAGE _____

ESTIMATED COST _____

OTHER INFORMATION

NO. OF DWELLING UNITS _____ NO. OF STREET PARKING SPACES _____

ZONING CLASSIFICATION _____

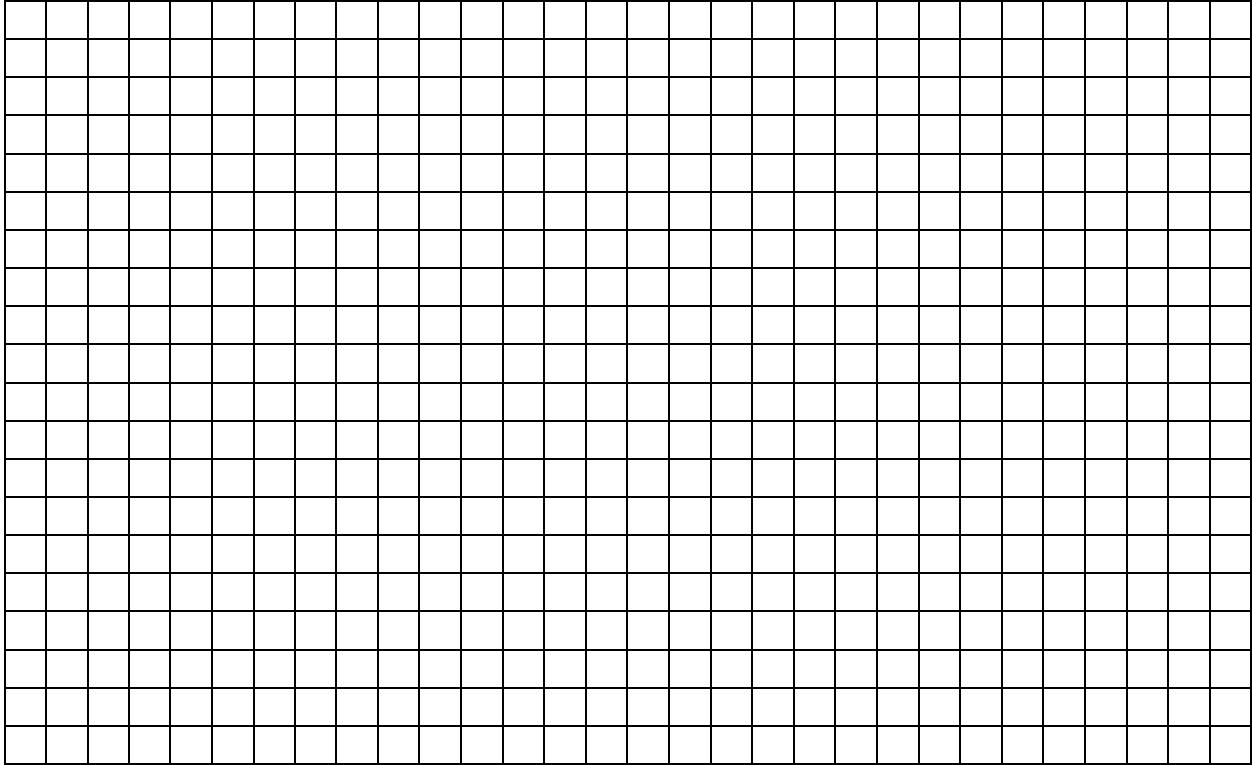
THE UNDERSIGNED HEREBY STATES THE INFORMATION SET FORTH HEREIN IS BOTH TRUE AND ACCURATE.

SIGNED: _____

ADDRESS: _____

PHONE # _____ CELL# _____

DRAW & DIMENSION LOT, BUILDING, AND SETBACKS.
SHOW PARKING SPACES AND ACCESS TO STREET.
INDICATE NORTH ON THE DRAWING.



APPROVED: _____
CODE ENFORCEMENT OFFICER

DATE: _____ FEES PAID: _____

*Completed Inspection Form must be submitted before Occupancy Permit can be issued.

APPLICATION FOR ELECTRICAL LICENSE

Name of Business: _____

Business Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant City/Zip: _____

Mailing address: _____

Business Phone: _____

Signature of Applicant: _____ Date: _____

Section 9, Article 3-4 is hereby amended to read as follows:

9-3-4 Permit Requirements; C. Permit Fee: The Town Clerk-Treasurer of the Town of Union City, Oklahoma, shall, upon presentation by the holder of a valid, un-revoked and un-expired license as a journeyman electrician, Electrician's apprentice or electrical contractor, issued by the State of Oklahoma, collect and issue receipts for the following fees:

	<u>First Year:</u>	<u>Renewal:</u>
_____ Electrical Contractor	\$50.00	\$50.00
_____ Journeyman Electrician	\$25.00	\$25.00
_____ Electrical Contractor	\$5.00	\$5.00

Amount Due: _____

Expiration Date: _____

State License #: _____

Union City Permit #: _____

Issued By: _____

**Applications must include a copy of the applicant's state license and a copy of current valid driver's license.

Once you have completed the packet, please do one of the following:

(1) Print off your completed application and bring it in person to city hall located at:
101 N. Elm Ave. Union City, OK 73090

(2) Print off your completed application and mail it in to:
PO Box 36, Union City, OK 73090

(3) Email your completed application by clicking the submit form button below.