



Know what's below.  
Call before you dig.

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**CALL OKIE BEFORE YOU DIG**

**TELEPHONE**

**800-522-OKIE (6543)**

**Nationwide-811**

**FAX**

**800-377-1339**

**WEB**

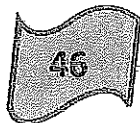
**WWW.CALLOKIE.COM**

**WAIT THE REQUIRED TIME**

**48 hours before you dig**

**RESPECT THE MARKS**

**DIG WITH CARE**



The City of Minco  
Building Permit Application Instructions

1. Please read these instructions carefully.
2. If you are unsure that a building permit is required, please ask the staff at City Hall for a contact person on the Planning Commission. Not all permit situations are listed on the Building Permit Application. Chapter 4 of the City Code covers a majority of situations. Building without a permit when one is required is illegal and you may be subject to fines if proceeding without an approved permit.
3. All portions of the building permit application must be completed in full with an attached scaled drawing or sketch of the proposed construction. If a section of the application is not applicable, please indicate so by marking "N/A" within that section. Permits not completed in full or not having an attached drawing will not be accepted. When preparing a detailed "to-scale" drawing of proposed construction, please indicate dimensions for lot, existing structure(s), new construction, and dimensions from new construction to all property lines. This is important to ensure compliance with proper setbacks, ratio of structure size vs. lot size, etc. Without these dimensional values, a proper review of your application cannot be performed and will be rejected.
4. Any application which contains insufficient or incorrect information is subject to rejection and/or delay at any or all phases of the review process.
5. A non-refundable fee of \$215 will be collected upon submission of fully completed building permit application to Minco City Hall.
6. No construction is allowed over utility easements. See City Code Chapter 17, sections 17-2 & 17-3.
7. Utility locates must be confirmed within two days of any excavation. Call 1-800-522-6543 (see attached flyer).
8. No more than one premise may be connected to a single water meter or sewer tap. See City Code Chapter 16, Section 16-7.
9. Only a duly authorized agent or an employee of the City of Minco may make any sewer connections.
10. Owners are required, at their own expense, to use the municipal sewer system if it is within one hundred and fifty (150) feet of their property line. See City Code Chapter 16, Section 16-51.
11. Mandatory use of municipal water system is required if located within three-hundred (300) feet of their property line. See City Code Chapter 16, Section 16-30.
12. Permits are required for any well drilled within city limits. No premise may be connected to both a water well and municipal water. See City Code Chapter 16, Section 16-33.
13. Please make certain that your plumbing, electrical and mechanical contractors have registered with City Hall per City Code Chapter 4, Section 4-84.
14. Building Permit Review Process:
  - A. Completed application is submitted to City Hall by applicant.
  - B. Application is forwarded to a City Official for review of easements and utility connections.
  - C. Application is forwarded to the Planning Commission for compliance review with Minco's Comprehensive Plan and Zoning Ordinances. Planning Commission typically meets on the third Thursday of each month unless conflicting with a holiday. Applications must be presented to the Planning Commission no later than noon on the Tuesday prior to the Thursday meeting.
  - D. Application is forwarded with the Planning Commission's recommendations to the City Council for final review. The Council typically meets on the second Monday of each month unless conflicting with a holiday. Applications reviewed by the Planning Commission must be presented by the Planning Commission for review by the City Council no later than the first Wednesday of the Month.
  - E. Once a determination has been made by the City Council you will be notified by City Hall of the results.
  - F. Please expect a minimum of thirty (30) days for review process to be completed. While this guideline provides thirty (30) days for review, it does not guarantee that the application will be reviewed, approved or rejected within the monthly review cycle.
15. Please attend the Planning Commission and City Council meetings. During the review of your application a question may arise in which you may be able to answer, thereby avoiding further delays in approval of your application.

*The City of Minco, Oklahoma*  
**\*\* SAMPLE \*\* Building Permit Application**

<b>Owner of Property</b>					
Name: <b>JOE Q. HOMEOWNER</b>				Phone #: <b>405-555-XXXX</b>	
Mailing Address: 1234 IMAGINARY PARKWAY      MINCO,      OK      73059				Fax #: <b>405-555-XXX1</b>	
Street or PO Box      City      State      Zip					
<b>Contractor / Applicant</b>					
Name: <b>JOHN Q. CONTRACTOR</b>				Phone #: <b>405-555-XXX2</b>	
Mailing Address: 9876 PLEASANT VALLEY WAY      MINCO,      OK      73059				Fax #: <b>405-555-XXX3</b>	
Street or PO Box      City      State      Zip					
Professional Builder's License # (if Applicable): <b>OK - SAMPLE #</b>			License Type: <b>GENERAL CONTRACTOR</b>		
<b>Project Information</b>					
Project Street Address: <b>8835 FICTIONAL BOULEVARD, MINCO, OK 73059</b>					
Legal Description: W 1/2 NE 1/4	Lot: 19	Block: 2	Addition: MYSTERY OAKS	Section: 22	
Township: 10N	Range: 07W	Lot Sq. Ftg.: 8500		Current Zoning: R-1	
If unplatted, give number of acres and fraction thereof, along with a copy of deed: <b>AS APPLICABLE</b>				Located in Flood Zone? (Yes/ No) <b>NO</b>	
Permit Type Requested (check all that apply):					
<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Remodel	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Excavation	<input type="checkbox"/> Storm Shelter	
<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> Add On	<input type="checkbox"/> Storage Bldg./Shed.	<input type="checkbox"/> Street Cut/Bore	<input checked="" type="checkbox"/> Fence	
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Water Well	<input type="checkbox"/> Septic System	<input type="checkbox"/> Paving	<input type="checkbox"/> Signage	
			<input type="checkbox"/> Sidewalk/Patio	<input type="checkbox"/> Other:	
What is the intended purpose of this construction: <b>SINGLE FAMILY HOME</b>					
<b>Structure/Lot Information (if applicable)</b>					
Name of Building: <b>AS APPLICABLE</b>			Structure Sq. Ftg.: 2100	Estimated Cost: \$160,000	
No. of Units: 1	No. of Stories: 1	Overall Height: 18' - 0"	Total No. of Rooms: 10	No. of Baths: 2	
Type of Framing:					
<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Masonry	<input type="checkbox"/> Precast Concrete	<input checked="" type="checkbox"/> Other:		
<input checked="" type="checkbox"/> Wood Frame	<input type="checkbox"/> Lt. Gauge Steel Frame	<input type="checkbox"/> Sitecast Concrete			
Exterior Finish (check all that apply):			Utilities (check all that apply):		
<input checked="" type="checkbox"/> Brick	<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Sheet Metal	<input checked="" type="checkbox"/> Mun. Water		
<input type="checkbox"/> Wood Siding	<input type="checkbox"/> Stucco/EIFS	<input type="checkbox"/> Stone	<input checked="" type="checkbox"/> Mun. Gas <input checked="" type="checkbox"/> Mun. Sewer		
			<input checked="" type="checkbox"/> Electric <input type="checkbox"/> Private Sewer &/or Water		
Ext. Wall Type/Size: 6" WOOD STUD X 8'-0"		Int. Wall Type/Size: 4" WOOD STUD X 8'-0"		Type of Roof: COMPOSITE SHINGLE	
<b>Professional Contact Information</b>					
Architect: JIM DANDY DESIGNER, LLC			Phone #: <b>405-555-XXX4</b>		
General Contractor: JOHN Q. CONTRACTOR			Phone #: <b>405-555-XXX5</b>		
Electrical Contractor: SAM SPARKY ELECTRICAL CONTRACTORS			Phone #: <b>405-555-XXX6</b>		
Plumbing Contractor: PETE'S PERFECT PLUMBING COMPANY			Phone #: <b>405-555-XXX7</b>		
HVAC Contractor: HAL'S HOMESTEAD HEAT & AIR			Phone #: <b>405-555-XXX8</b>		
<b>Applicant Certification</b>					
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 Minco, Oklahoma and that all electrical, plumbing, heat & air, fence, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered with the City of Minco, Oklahoma.					
Printed Name: <b>JOE Q. HOMEOWNER</b>			Signed: <i>JOE Q. HOMEOWNER</i>		Date: Feb. 29, 2008

The City of Minco, Oklahoma

**\*\* SAMPLE \*\*** Building Permit Application

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**City Clerk Review**

Review form to ensure that it is complete and all required documents are present.

Review Comments: SECTION COMPLETED BY CITY CLERK

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Code Enforcement Review**

Review Comments: SECTION COMPLETED BY CITY ENFORCEMENT OFFICIAL

Recommendation:  Approve  Disapprove Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission Review**

Requested / Intended Zoning of Construction (check one):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> A-1 Gen. Agricultural          | <input type="checkbox"/> R-3 Multiple Family Residential | <input type="checkbox"/> C-4 Restricted Commercial               |
| <input type="checkbox"/> R-1 Single Family Residential  | <input type="checkbox"/> Mobile Home Park                | <input type="checkbox"/> C-5 Automotive or Commercial Recreation |
| <input type="checkbox"/> R-1A Urban Estates Residential | <input type="checkbox"/> C-1 Commercial Office           | <input type="checkbox"/> C-6 Central Business District           |
| <input type="checkbox"/> R-1B Residential Estates       | <input type="checkbox"/> C-2 Convenience Commercial      | <input type="checkbox"/> I-1 Light Industrial                    |
| <input type="checkbox"/> R-2 Two-Family Residential     | <input type="checkbox"/> C-3 Planned Shopping Center     | <input type="checkbox"/> F Flood Plain                           |

Does the requested zoning differ from the current zoning?  Yes  No

Is this type of construction reserved for special review by the City Council?  Yes  No

Do the contents of this application meet the intent of the "Comprehensive Plan"?  Yes  No

Comments regarding "Comprehensive Plan": \_\_\_\_\_

SECTION COMPLETED BY PLANNING COMMISSION

Do the contents of this application meet the zoning ordinances in Minco City Code Section 15-23?  Yes  No

Comments regarding compliance with zoning ordinances: \_\_\_\_\_

SECTION COMPLETED BY PLANNING COMMISSION

Recommendation to City Council:  Approve  Disapprove  Approved as Noted  Revise and Resubmit

Noted Exceptions: \_\_\_\_\_

SECTION COMPLETED BY PLANNING COMMISSION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**City Council Review**

Comments by City Council: \_\_\_\_\_

SECTION COMPLETED BY CITY CLERK

**Decision by City Council**

Date:  Approved  Disapproved  Approved as Noted  Revise and Resubmit

Noted Exceptions: \_\_\_\_\_

SECTION COMPLETED BY CITY CLERK

**Permit Returned to Applicant**

Date returned: \_\_\_\_\_ City Official Signature: \_\_\_\_\_ Permit No.: \_\_\_\_\_

*The City of Minco, Oklahoma*  
Building Permit Application

Permit #

Owner of Property					
Name:				Phone #:	
Mailing Address:				Fax #:	
Street or PO Box		City	State	Zip	
Contractor / Applicant					
Name:				Phone #:	
Mailing Address:				Fax #:	
Street or PO Box		City	State	Zip	
Professional Builder's License # (if Applicable):			License Type:		
Project Information					
Project Street Address:					
Legal Description:	Lot:	Block:	Addition:	Section:	
Township:	Range:	Lot Sq. Ftg.:		Current Zoning:	
If unplatted, give number of acres and fraction thereof, along with a copy of deed:				Located in Flood Zone? (Yes / No)	
Permit Type Requested (check all that apply):					
<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Excavation	<input type="checkbox"/> Storm Shelter	
<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> Add On	<input type="checkbox"/> Storage Bldg./Shed	<input type="checkbox"/> Street Cut/Bore	<input type="checkbox"/> Fence	
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Water Well	<input type="checkbox"/> Septic System	<input type="checkbox"/> Paving	<input type="checkbox"/> Signage	
			<input type="checkbox"/> Sidewalk/Patio	<input type="checkbox"/> Other:	
What is the intended purpose of this construction:					
Structure/Lot Information (if applicable)					
Name of Building:			Structure Sq. Ftg.:	Estimated Cost:	
No. of Units:	No. of Stories:	Overall Height:	Total No. or Rooms:	No. of Baths:	
Type of Framing:					
<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Masonry	<input type="checkbox"/> Precast Concrete	<input type="checkbox"/> Other:		
<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Lt. Gauge Steel Frame	<input type="checkbox"/> Sitecast Concrete			
Exterior Finish (check all that apply):			Utilities (check all that apply):		
<input type="checkbox"/> Brick	<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Sheet Metal	<input type="checkbox"/> Other:	<input type="checkbox"/> Mun. Water	
<input type="checkbox"/> Wood Siding	<input type="checkbox"/> Stucco/EIFS	<input type="checkbox"/> Stone		<input type="checkbox"/> Mun. Gas	<input type="checkbox"/> Mun. Sewer
				<input type="checkbox"/> Electric	<input type="checkbox"/> Private Sewer &/or Water
Ext. Wall Type/Size:		Int. Wall Type/Size:		Type of Roof:	
Professional Contact Information					
Architect:				Phone #:	
General Contractor:				Phone #:	
Electrical Contractor:				Phone #:	
Plumbing Contractor:				Phone #:	
HVAC Contractor:				Phone #:	
Applicant Certification					
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 Minco, Oklahoma and that all electrical, plumbing, heat & air, fence, sign and driveway construction shall be performed by the State of Oklahoma (if applicable) and registered with the City of Minco, Oklahoma.					
Printed Name:			Signed:		Date:

The City of Minco, Oklahoma

Building Permit Application

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City Clerk Review

Review form to ensure that it is complete and all required documents are present.

Review Comments:

Signed:

Date:

Code Enforcement Review

Review Comments:

Recommendation

Approve Disapprove

Signed:

Date:

Planning Commission Review

Requested / Intended Zoning of Construction (check one):

- A-1 Gen. Agricultural, R-1 Single Family Residential, R-1A Urban Estates Residential, R-1B Residential Estates, R-2 Two-Family Residential, R-3 Multiple Family Residential, Mobile Home Park, C-1 Commercial Office, C-2 Convenience Commercial, C-3 Planned Shopping Center, C-4 Restricted Commercial, C-5 Automotive or Commercial Recreation, C-6 Central Business District, I-1 Light Industrial, F Flood Plain

Does the requested zoning differ from the current zoning? Yes No

Is this type of construction reserved for special review by the City Council? Yes No

Do the contents of this application meet the intent of the "Comprehensive Plan"? Yes No

Comments regarding "Comprehensive Plan":

Do the contents of this application meet the zoning ordinances in Minco City Code Section 15-23? Yes No

Comments regarding compliance with zoning ordinances:

Recommendation to City Council: Approve Disapprove Approved as Noted Revise and Resubmit

Noted Exceptions:

Signed:

Date:

City Council Review

Comments by City Council:

Decision by City Council

Date: Approved Disapproved Approved as Noted Revise and Resubmit

Noted Exceptions:

Permit Returned to Applicant

Date returned:

City Official Signature:

Permit No.:

\* Work allowed under this permit must be initiated within six months of date of issuance. An extension may be granted if requested prior to expiration of this permit. See City Code Section 4-10 paragraph 17.

Scale Used: \_\_\_\_\_

*The City of Minco, Oklahoma*

Project Address: \_\_\_\_\_

Closest Cross Streets: \_\_\_\_\_

Proposed Improvements

Date: \_\_\_\_\_

