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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 refection and/or delay at any or all phases of the review process.
5. A non-refundable fee of **$39.00** will be collected upon submission of fully completed building permit application to Minco City Hall. In addition, for any building, building addition or fence, an additional **$0.05** per square foot fee, or in the case of a fence **$0.05** per lineal foot fee, which amount shall be paid prior to the issuance of such permit; provided however, no per square foot or lineal foot additional charge shall be made for buildings or building additions less than 200 square feet or a fence which is less than 400 lineal feet.
6. No construction is allowed over utility easements. See City Code Chapter 17, sections 17-102 & 17-103.
7. Utility locations must be confirmed and visually inspected by city representative within two days of any excavation. Call **811** to have utilities confirmed.
8. No more than one premise may be connected to a single water meter or sewer tap. See City Code Chapter 16, Section 16-107.
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 16-351.
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 16-230.
12. Permits are required for any well drilled within city limits. See City Code. Chapter 16, Section 16-233.
13. **Please make certain that your plumbing, electrical, and mechanical contractors have registered with City Hall per City Code, Chapter 4, Section 4-584.**
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.
    d. Application is forwarded with the Planning Commission's recommendations to the City Council for final review.
    e. Once a determination has been made by the City Council you will be notified of the results.
    f. Please expect a minimum of thirty (30) days for review process to be completed.
    g. **Please attend Planning Commission and City Council meetings in case further questions arise.**

The City of Minco, Oklahoma
Building Permit Application

Permit #

Owner of Property

Name:	Phone #:
Mailing Address: (Street or PO Box / City / State / Zip)	Fax #:

Contractor / Applicant

Name:	Phone #:
Mailing Address: (Street or PO Box / City / State / Zip)	Fax #:
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):

- ☐ New Construction
- ☐ Demolition/Removal
- ☐ Swimming Pool
- ☐ Remodel
- ☐ Add On
- ☐ Water Well
- ☐ Modular Home
- ☐ Mobile Home
- ☐ Storage Bldg./Shed
- ☐ Septic System
- ☐ Excavation
- ☐ Street Cut/Bore
- ☐ Paving
- ☐ Sidewalk/Patio
- ☐ Storm Shelter
- ☐ Fence
- ☐ Signage
- ☐ Other:

What is the intented 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:

- ☐ Structural Steel
- ☐ Wood Frame
- ☐ Masonry
- ☐ Lt. Gauge Steel Frame
- ☐ Precast Concrete
- ☐ Sitecast Concrete
- ☐ Other:

Exterior Finish (check all that apply):

- ☐ Brick
- ☐ Wood Siding
- ☐ Vinyl Siding
- ☐ Stucco/EIFS
- ☐ Sheet Metal
- ☐ Stone
- ☐ Other:

Utilities (check all that apply):

- ☐ Mun. Water
- ☐ Mun. Gas
- ☐ Mun. Sewer
- ☐ Electric
- ☐ 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 electrial, 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:	Signed:	Date:

The City of Minco, Oklahoma

Building Permit Application

*** This page is reserved for use only by The City of Minco. ***

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	Signed:	Date:
☐ Approve ☐ Disapprove		

Planning Commission Review

Requested / Intended Zoning of Construction (check one):

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

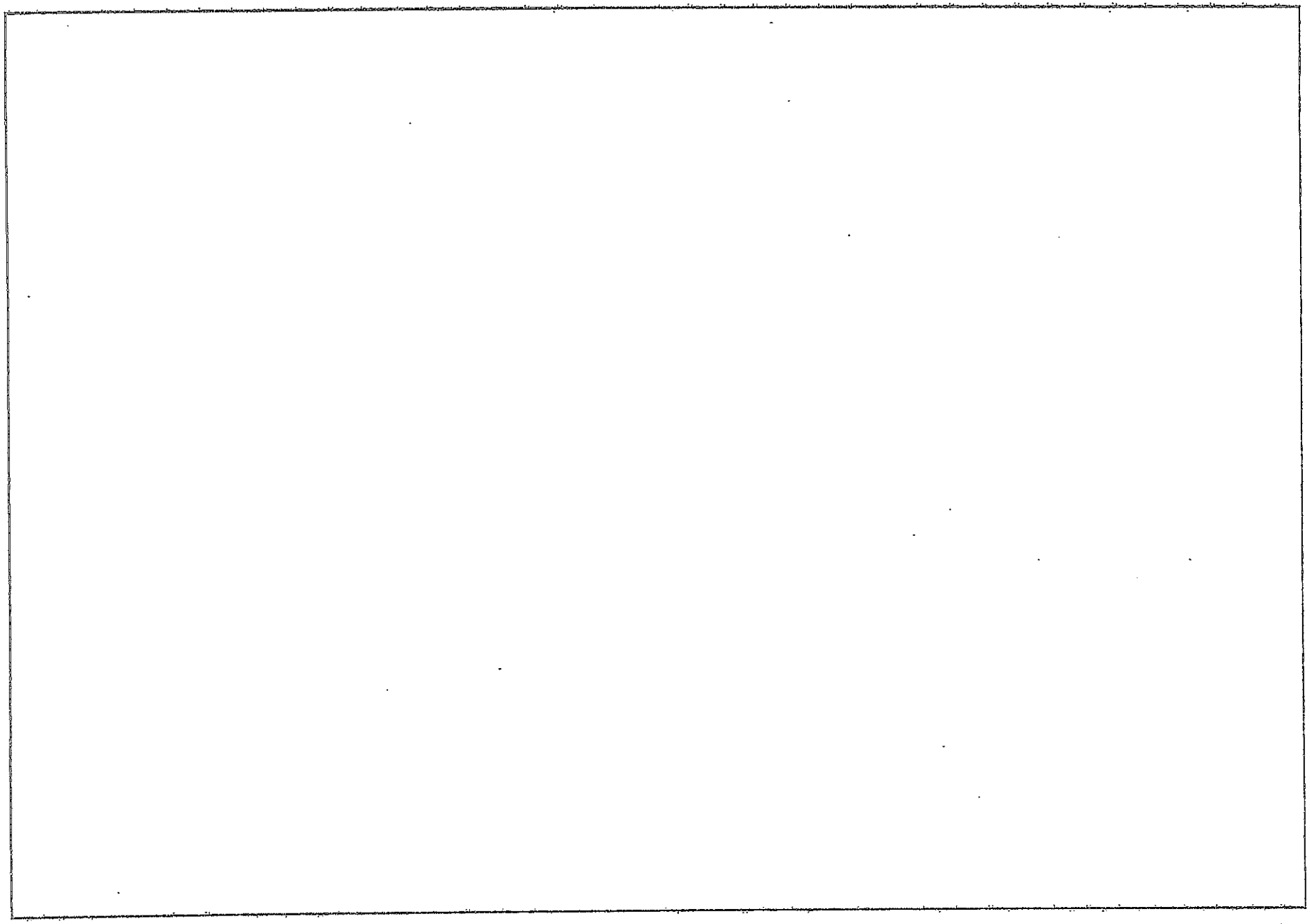
Scale Used:_____

Closest Cross Streets:_____

The City of Minco, Oklahoma
Proposed Improvements

Project Address:_____

Date:_____



The City of Minco, Oklahoma

SAMPLE!

** SAMPLE ** Building Permit Application

Owner of Property

Name:	Phone #:
JOE Q. HOMEOWNER	405-555-XXXX

Mailing Address:				Fax #:
1234 IMAGINARY PARKWAY	MINCO,	OK	73059	405-555-XXX1
Street or PO Box	City	State	Zip	

Contractor / Applicant

Name: JOHN Q. CONTRACTOR	Phone #: 405-555-XXX2

Mailing Address:				Fax #:
9876 PLEASANT VALLEY WAY	MINCO,	OK	73059	405-555-XXX3
Street or PO Box	City	State	Zip	

Professional Builder's License # (if Applicable):	License Type:
OK - SAMPLE #	GENERAL CONTRACTOR

Project Information

Project Street Address: 8835 FICTIONAL BOULEVARD, MINCO, OK 73059

Legal Description:	Lot:	Block:	Addition:	Section:
W 1/2 NE 1/4	19	2	MYSTERY OAKS	22

Township:	Range:	Lot Sq. Ftg.:	Current Zoning:
10N	07W	8500	R-1

If unplatted, give number of acres and fraction thereof, along with a copy of deed:	Located in Flood Zone? (Yes / No):
AS APPLICABLE	NO

Permit Type Requested (check all that apply):

☒ New Construction	☐ Remodel	☐ Modular Home	☐ Excavation	☐ Storm Shelter	
☐ Demolition/Removal	☐ Add On	☐ Mobile Home	☐ Street Cut/Bore	☒ Fence	
☐ Swimming Pool	☐ Water Well	☐ Storage Bldg./Shed	☐ Paving	☐ Signage	
		☐ Septic System	☐ Sidewalk/Patio	☐ Other:	

What is the intented purpose of this construction:

SINGLE FAMILY HOME

Structure/Lot Information (if applicable)

Name of Building:	Structure Sq. Ftg.:	Estimated Cost:
AS APPLICABLE	2100	$160,000

No. of Units:	No. of Stories:	Overall Height:	Total No. of Rooms:	No. of Baths:
1	1	18' - 0"	10	2

Type of Framing:

☐ Structural Steel	☐ Masonry	☐ Precast Concrete	☐ Other:
☒ Wood Frame	☐ Lt. Gauge Steel Frame	☐ Sitecast Concrete	

Exterior Finish (check all that apply):

☒ Brick	☐ Vinyl Siding	☐ Sheet Metal	☐ Other:
☐ Wood Siding	☐ Stucco/EIFS	☐ Stone	

Utilities (check all that apply):

☒ Mun. Water	☒ Mun. Gas
☒ Mun. Sewer	☒ Electric
☐ Private Sewer &/or Water	

Ext. Wall Type/Size:	Int. Wall Type/Size:	Type of Roof:
6" WOOD STUD X 8'-0"	4" WOOD STUD X 8'-0"	COMPOSITE SHINGLE

Professional Contact Information

Architect:	Phone #:
JIM DANDY DESIGNER, LLC	405-555-XXX4
General Contractor:	Phone #:
JOHN Q. CONTRACTOR	405-555-XXX5
Electrical Contractor:	Phone #:
SAM SPARKY ELECTRICAL CONTRACTORS	405-555-XXX6
Plumbing Contractor:	Phone #:
PETE'S PERFECT PLUMBING COMPANY	405-555-XXX7
HVAC Contractor:	Phone #:
HAL'S HOMESTEAD HEAT & AIR	405-555-XXX8

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 electrial, 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:	Signed:	Date:
JOE Q. HOMEOWNER	JOE Q. HOMEOWNER	Feb. 29, 2008

ORDINANCE NO. 2024-05

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MINCO, OKLAHOMA, AMENDING ARTICLE 5 OF CHAPTER 4 OF THE MINCO MUNICIPAL CODE 2023, BY THE AMENDMENT OF SECTION 4-584 ENTITLED "PLUMBERS, ELECTRICIANS AND MECHANICAL CONTRACTOR'S REGISTRATION; BUILDING, TRADE OR OTHER PERMIT FEE"; PROVIDING FOR INCREASED REGISTRATION FEES AND SETTING THE AMOUNT OF BUILDING, TRADE OR OTHER PERMIT FEE FOR THE CITY OF MINCO; PROVIDING FOR REPEALER; PROVIDING FOR SAVINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINCO:

Section I: Chapter 4, Article 5 of the Minco Municipal Code 2023 is hereby amended by the amendment of Section 4-584 which shall read as follows:

SECTION 4-584 PLUMBERS, ELECTRICIANS AND MECHANICAL CONTRACTOR'S REGISTRATION; BUILDING, TRADE OR OTHER PERMIT FEE.

1. Any person desiring to engage in the business of plumbing or plumbing contracting in the city of Minco, Oklahoma, shall first register with the office of the city clerk-treasurer. All registrants shall be state licensed.

2. No person shall do any plumbing, gas fitting, extensions, connection of fixtures or repairs to any gas fitting, except a state-licensed and locally registered plumber, as provided in this code of ordinances.

3. The fee for plumber's registration shall be One Hundred Dollars ($100.00) per year.

4. All persons, firms, partnerships, corporations or individuals, engaged, or hereafter engaging, in the business of installing electrical fixtures, wiring or apparatus in or on any building within the city of Minco, Oklahoma, shall register with the office of the city clerk-treasurer before they may engage in said activities. All registrants shall be state-licensed.

5. The electricians' registration fee shall be One Hundred Dollars ($100.00) per year. This registration fee shall be applicable to and required of all solar installers.

6. All persons in the business of designing, assembling, erecting, constructing, installing, altering, servicing, repairing or maintaining refrigeration, air conditioning, heating and/or ventilation systems must first register with the office of the city clerk-treasurer. All registrants must be state-licensed, if required.

7. The mechanical contractors' registration fee shall be One Hundred Dollars ($100.00) per year.

8. It shall be unlawful for any person to install or make repairs on any air conditioning, refrigeration or heating system without registering in accord with the provisions of this chapter. It shall likewise be unlawful for any contractor to employ any person to do such work unless such employee is registered under the provisions of this code.

9. Every person owning, leasing, operating or in possession of any building or structure within the city of Minco, Oklahoma, shall permit the municipal building inspector to enter such building or structure as often as it shall be deemed necessary by said inspector for the purpose of discharging any duties prescribed by this section, and it shall be unlawful for any owner, occupant or lessee of any premises to prevent or to refuse to permit such entry. Said inspector shall, upon request of the owner, occupant or lessee of any premises, exhibit the authority to make such entry.

10. The municipal building inspector may revoke or suspend the registration of any person, persons or corporation convicted of any violation of this chapter, or for any of the following reasons:

a. Willful fraud or misrepresentation practiced in procuring or renewing any registration or license;

b. Dishonesty;

c. Gross incompetency;

d. Conduct likely to, or intended to, deceive or defraud the public;

e. The loaning of any license, registration or permit to any person or persons for any reason whatsoever;

f. The obtaining of compensation by fraud or misrepresentation;

g. The willful advertising or publishing, or otherwise making known, of any grossly false, fraudulent or misleading statements of business skill, knowledge or methods of operation;

h. The construction, design, installation, alteration, repair or maintenance of any refrigeration or air-conditioning equipment in such a manner as to be detrimental to the safety, health or welfare of the general public;

i. For any misconduct in the use of a registration or transaction thereunder; or

j. For the violation or disregard of any regulations of the city of Minco,

Oklahoma.

11. If, in the performance of any work under this chapter, the contractor finds that, on account of the mechanical construction of the building, location of fixtures, or some other reason, it would be impossible to abide by the letter of this chapter, the municipal building inspector may be asked for a variance, by stating reasons for any changes and setting forth the conditions, with a statement of the desire to request exceptions to th e provisions of this chapter for the particular job. If said Inspector finds that the conditions warrant and that it would be impractical and unreasonable to require strict conformance, a special ruling may be made, to safeguard life and property, on the proposed work. In all such cases, persons engaged in such work or installation, and holding registration under this chapter, shall be notified in writing of the decision.

12. Building, Trade or Other Permit Fee. Any building or trade contractor who is properly registered with the City, as provided hereinabove, or any person permitted to obtain a permit without having employed such building or trade contractor, shall pay a Thirty-nine Dollar ($39.00) Building, Trade or Other Permit Fee if a permit is required by this municipal code, and in addition, for any building, building addition or fence, an additional $0.05 per square foot fee, or in the case of a fence $0.05 per lineal foot fee, which amount shall be paid prior to the issuance of such permit; provided however, no per square foot or lineal foot additional charge shall be made for buildings or building additions less than 200 square feet or a fence which is less than 400 lineal feet.

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the City Council of the City of Minco that this section of the Minco Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as shown in Chapter 4, Article 5, Section 4-584 of the Minco Municipal Code 2023.

Section VI. EMERGENCY. WHEREAS, it being immediately necessary for the preservation of the peace, health, safety and public good of the City and the inhabitants thereof that the provisions of this Ordinance be put into full force and effect to immediately provide for

increased registration fees and setting the amount of building, trade or other permit fee for the City of Minco; By reason whereof, this Ordinance shall take effect and be in full force and effect after its passage, as provided by law.

Approved and executed this 6th day of February 2024.

THE CITY OF MINCO, OKLAHOMA

_____

SUSAN HOLLANDSWORTH, MAYOR

ATTEST: {Seal}

_____

BRENDA PITCHER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____

BRYCE S. KENNEDY, CITY ATTORNEY

RESOLUTION 2019-02

A RESOLUTION OF THE CITY OF MINCO, OKLAHOMA ESTABLISHING FEES FOR DITCHING, PAVEMENT CUTTING, AND INSTALLING PIPELINES IN THE PUBLIC RIGHT-OF-WAY.

WHEREAS, the Ordinances of the City of Minco establish certain requirements for and restrictions on use of the public right-of-way with the City; and

WHEREAS, the City seeks to protect the safety of its citizens and the integrity of the public rights-of-way by ensuring that use and occupation of the rights-of-way comply with best practices, do not interfere with public uses or purposes, and that all construction activities are conducted in a safe manner; and

WHEREAS, no person or entity shall bore under or cut into any public street, alley, sidewalk, or public ground of any sort without first receiving a Pavement Cutting Permit as required by Ordinance Section 4-14; and

WHEREAS, no person or entity may initiate any ditching operation involving any public easement, right-of-way, or other place or area within the City of Minco without first obtaining a Ditching Permit as required by Ordinance Section 4-15; and

WHEREAS, no person or entity (other than those operating pursuant to a franchise granted by the City or a permit granted by the Oklahoma Corporation Commission) shall place, install, lay, construct, or maintain any pipe, cable, wire, conduit, or line across, over, under, along, or through any public street, alley, or other public place before obtaining a Permit as required by Ordinance Section 4-16; and

WHEREAS, the City of Minco may require an applicant seeking to utilize the public right-of-way to remit fees in connection with the application.

IT IS THEREFORE RESOLVED BY THE MAYOR AND CITY COUNCIL:

1. The application attached as Exhibit A is hereby adopted and approved, including all requirements set forth therein.
2. The fee for Pavement Cutting Permits as authorized by Section 4-14(7) shall be:

A.	Excavation in concrete pavement or surface	$105.00
B.	Excavation in brick, asphalt, or oil mat pavement or surface	$95.00
C.	Excavation in untreated or unimproved street or surface	$30.00
D.	Modification or removal of curb or curbing	$85.00

3. The fee for a ditching permit as authorized by Section 4-15(4) shall be $100.00.
4. The fee for a crossing permit as authorized by Section 4-16(4) shall be $200.00.

CONSIDERED, ADOPTED, AND APPROVED by the Mayor and City Council of the City of Minco, Oklahoma on January 7, 2019.

Keith McMullen, Mayor

ATTEST:

Dawn Vieregge, City Clerk

INCORPORATED CITY OF MINCO CLERK SEAL OKLAHOMA

SECTION 4-117 DEMOLITION PERMITS.

1. A demolition permit shall be required, in addition to the regular building permit, prior to the demolition of any building or part thereof.

2. Application for permits to wreck or demolish any building or part thereof, shall be accompanied by a statement in writing by the owner or agent, giving the full name and residence of each of the owners of the building to be demolished, the name and address of the person who is to do the work and any other information which may be required.

3. In no case shall any wall be taken down more than one (1) story in advance of any other wall.

4. All material and debris shall be immediately lowered to the ground and shall not be placed on the floors of the building.

5. The fees for a permit to wreck a building within the fire limits shall be twenty-five ($25.00) dollars for a one (1) story building and ten ($10.00) dollars for each additional story.

ORDINANCE NO. 2024-03

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MINCO, OKLAHOMA, AMENDING CHAPTER 4 OF THE MINCO MUNICIPAL CODE 2023, BY THE ADDITION OF A NEW SECTION 4-587A ENTITLED "GENERATION SYSTEMS' RULES AND REGULATIONS"; PROVIDING FOR A PERMITTING PROCESS AND RULES AND REGULATIONS FOR GENERATION SYSTEMS WHICH ARE CONNECTED TO THE ELECTRIC DISTRIBUTION SYSTEM; REPEALER; SAVINGS; SEVERABILITY; CODIFICATION; PENALTY; AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MINCO:

Section I: Chapters 4 and 15 of the Minco Municipal Code 2023 are hereby amended by amendment as shown to the referenced section and shall read as follows:

Section 4-587A GENERATION SYSTEMS' RULES AND REGULATIONS

A. IN GENERAL. This section provides for the rules and regulations concerning customer-owned, grid-connected non-utility owned electric generating systems (hereinafter referred to as "Generation systems ") connected for parallel operation with the electrical system of the electric company or companies servicing the City (hereinafter referred to as the "electric company").

B. PERMIT. Solar panels may be placed on roofs of structures of the owners using the electric power generated, upon submission of an application permitting its erection and placement and full compliance with this section and all other provisions contained in this municipal code, the payment of a permit fee of One Hundred Dollars ($100.00) and approval by the governing body. No solar panels shall be erected on empty lots (solar farms) or on the front or side yards of any lot visible from the street.

C. INTERCONNECTION. Generation systems will be permitted to interconnect to the electric company's system, after written consent is given by such electric company, and the installation is made pursuant to the rules and regulations of the electric company, a permit is secured from the City, consent is given by the governing body and all the rules and regulations contained in this section are followed. No interconnection shall be permitted unless it is determined that such interconnection will not interfere with the operation of the distribution or transmission system and that such interconnection ensures the safety of City employees, volunteers and customers.

D. RULES AND REGULATIONS. The rules and regulations shall at a minimum include the following:

1. All customers shall ensure that any back feed of electricity into the electric company's system is safe and constructed and/or operated in accordance with all state

and local electrical codes and the Minco Fire Department has the right to inspect the customer's system to ensure such connection standard.

2. Any customer who shall construct, install, operate and/or use, or permit the construction, installation, operation and/or use of a distributed generation service at such customer's residence, shall notify the City of such fact by making a personal visit to city hall at least ten (10) business days prior to the date of such construction, installation, operation and/or use of the distributed generation system.

3. The Customer is responsible for the cost of any studies and/or upgrades required to allow safe interconnection of the Customer-owned generation.

4. The Customer shall comply with all the latest applicable National Electric Code (NEC) requirements, NESC requirements, State of Oklahoma requirements, building codes, and shall obtain electrical permits for the equipment installation. Installation shall comply with local site permitting requirements.

5. Customer assumes full responsibility for all maintenance of generators, inverters, and associated equipment including protective equipment.

6. Customer's Generation systems shall comply with NEC Articles 690 and 705 and applicable and current Institute of Electrical and Electronics Engineers (IEEE) standards including Standard 1547 "Interconnection Distributed Resources with Electric Power Systems" and any future updates or revisions for parallel operation with the electric company's electric system, in particular: a) Power output control system shall automatically disconnect from the source upon loss of voltage and not reconnect until electric company's voltage has been restored for at least five (5) minutes continuously, b) Power output control system shall automatically initiate a disconnect from the electric company's power source within six (6) cycles (0.1 second) if Customer's voltage falls below 50% of nominal on any phase, c) Power output control system shall automatically initiate a disconnect from the electric company's power source within two (2) seconds if Customer's voltage falls below 88% of nominal or rises above 120% of nominal on any phase.

7. Customer shall provide a written description of how the protection devices will achieve compliance with the requirements of this section as part of the building permit application.

8. Customer shall furnish and install on Customer's side of meter a UL-approved safety disconnect switch, or transfer switch, which shall be capable of fully disconnecting the Customer's generating facility from the electric company's electric system. The disconnect switch shall be located adjacent to the electric company's meter and shall be of the visible break type in a metal enclosure which can be secured in the "Off" position with a padlock and with the Minco Fire Department and the electric company possessing keys. The switch shall be accessible to the Minco Fire Department

and electric company personnel at all times. The switch shall always be in the "Off" position.

9. The Customer shall, at its own expense, maintain in force general liability insurance in the amount of $1,000,000.00, which insurance will protect against third party claims of property damage or injury to persons, including death, without any exclusion for liabilities related to the interconnection. Nothing in this section shall apply to emergency generation of power on the customer's property during an emergency event when public power is not available; but shall fully apply at all other times.

10. Customer shall supply specifications for the proposed Generation system as part of the building permit process.

11. Customer shall supply a system diagram for use of City in determining the safety and functionality of a Generation system that will be kept in City files.

12. Customer shall supply a certificate of completion from a qualified professional engineer or electrician that the Generation system meets all the requirements of this section.

13. All customers will sign a statement that they will adhere to the provisions of this section during the construction, installation, and operation of their Generation system.

14. Prior to the issuance of the permit, an inspection of the property shall be made, to include an on-site visit and inspection by the Fire Chief or his designee to ensure compliance to these and other life safety requirements.

15. Any customer who shall violate any provision of this section, by act or omission, shall be guilty of an offense and be subject to a fine of Two Hundred Dollars ($200.00), court costs and all applicable fees and state assessments, with each such day of continued violation deemed an additional offense.

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the City

Council of the City of Minco that this section of the Minco Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as shown in Chapter 16 of the Minco Municipal Code 2023.

Section VI. PENALTY. Any person who shall violate any provision of this ordinance, by act or omission, shall be guilty of an offense, and if convicted shall be subject to a fine of not more than Two Hundred Dollars ($200.00), plus court courts, fees and state assessments, if applicable; provided however, each day of continuing violation may be considered a separate offense.

Section VII. EMERGENCY. WHEREAS, it being immediately necessary for the preservation of the peace, health, safety and public good of the City and the inhabitants thereof that the provisions of this Ordinance be put into full force and effect to immediately provide for these provisions concerning generation systems' rules and regulations; By reason whereof, this Ordinance shall take effect and be in full force and effect after its passage, as provided by law.

Approved and executed this ___ day of _____ 2024.

THE CITY OF MINCO, OKLAHOMA

_____
SUSAN HOLLANDSWORTH, MAYOR

ATTEST: {Seal}

_____
BRENDA PITCHER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
BRYCE S. KENNEDY, CITY ATTORNEY