



# CITY OF JENKS

## RESIDENTIAL BUILDING PERMIT

P.O. Box 2007 • 211 N. Elm  
Jenks, OK 74037 • (918) 299-5883

<b>CERTIFICATE OF OCCUPANCY:</b>				<b>BUILDING PERMIT NO.:</b>			
<b>DATE RECEIVED:</b>							Water and Sewer Tap Fees must be paid before permit will be issued.  <b>OKLAHOMA STATE SALES TAX</b> All building materials used on this project should indicate on the purchase order that material will be delivered within Jenks City Limits for proper crediting to the City of Jenks. Provide the vendor with Jenks sales tax reporting No. 7208. Provide the City of Jenks a list of all associated vendors with all associated vendor receipts upon request for review. <u>This requirement is a condition for the validity of this permit.</u>  <b>SEE ATTACHED CONDITIONS.</b>  Initials: _____   Construction shall comply with 2015 OUBC Residential Code.
<b>BUILDING ADDRESS:</b>							
<b>LOT:</b>	<b>BLOCK:</b>		<b>ADDITION:</b>				
<b>SECTION:</b>	<b>TOWNSHIP:</b>		<b>RANGE:</b>				
<b>OWNER:</b>			<b>PHONE:</b>				
<b>BUILDING CONTRACTOR:</b>			<b>CELL PHONE:</b>				
<b>ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>			
<b>OFFICE PHONE:</b>		<b>FAX:</b>	<b>EMAIL:</b>				
<b>PROPOSED USE:</b>				<b>ZONING DISTRICT:</b>			
<b>LOT FRONTAGE:</b>	<b>AVERAGE DEPTH:</b>		<b>HEIGHT AND SIZE</b>				
			Number of Stories:		Height:		
			Square Feet of:		1 <sup>st</sup> Floor		
			2 <sup>nd</sup> Floor				
			3 <sup>rd</sup> Floor				
			Garage				
			Total Square Feet				
			Total Lot Area Square Feet				
<b>EASEMENTS:</b>							
<input type="checkbox"/> New Building	<input type="checkbox"/> Enlarge Existing Building	<input type="checkbox"/> Interior Remodeling		<input type="checkbox"/> Fire Job			
<input type="checkbox"/> City Sewer	<input type="checkbox"/> Accessory		<input type="checkbox"/> Other Water(Specify)Source				
<input type="checkbox"/> City Water	<input type="checkbox"/> Private Sewer Perk Test No.			County:			
<b>ESTIMATE TOTAL COST OF BUILDING:</b>							
<b>ONE (1) SET OF PLANS, SPECIFICATIONS, SITE/PLAN SURVEY AND LEGAL DESCRIPTION MUST BE ATTACHED.</b>							
<b>ZONING / CITY CODE REQUIREMENTS</b>							
PROPERTY LOCATED IN FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No				INSURANCE VERIFICATION PROVIDED <input type="checkbox"/> Liability <input type="checkbox"/> WC			
<input type="checkbox"/> CITY OF JENKS FLOODPLAIN DEVELOPMENT PERMIT				<input type="checkbox"/> FEDERAL ELEVATION CERTIFICATE			
<b>PARKING:</b>	<b>BUILDING SETBACK FROM CENTERLINE OF STREET:</b>			<b>BUILDING LINE:</b>			
<b>SETBACKS:</b>	<b>SIDE:</b>	<b>SIDE:</b>	<b>EXTERIOR SIDE:</b>	<b>REAR:</b>			

<b>PERMITS:</b>	<b>APPROVALS:</b>
Zoning	Applicant: _____ Date: _____
Building	Zoning: _____ Date: _____
Plumbing	Building Inspector: _____ Date: _____
Electrical	Final Inspection: _____ Date: _____
Mechanical	<b>Non curb &amp; gutter subdivisions shall require City Engineer authorization for driveway drain tile size.</b>  <b>** Building permit total does not include Water &amp; Sewer Tap.</b>
Waste Water Treatment Dev.	
Park Development Fee	
Other: Promotional	
OK State Govt. Permit Fee	
\$ - <b>TOTAL BUILDING PERMIT**</b>	

<b>BUILDING ADDRESS:</b>		
<b>BUILDING CONTRACTOR:</b>		<b>PHONE:</b>
<b>LICENSED PLUMBING CONTRACTOR:</b>	<b>LICENSE NO.</b>	<b>PHONE:</b>
<b>LICENSED ELECTRICAL CONTRACTOR:</b>	<b>LICENSE NO.</b>	<b>PHONE:</b>
<b>LICENSED MECHANICAL CONTRACTOR:</b>	<b>LICENSE NO.</b>	<b>PHONE:</b>
<b>EARTH CHANGE CONTRACTOR:</b>		<b>PHONE:</b>
<b>LANDSCAPE CONTRACTOR:</b>		<b>PHONE:</b>
<b>CORE-PIER CONTRACTOR:</b>		<b>PHONE:</b>
<b>OTHER CONTRACTOR:</b>		<b>PHONE:</b>

**FOR CITY USE**

<b>REQUIRED INSPECTIONS</b>	<b>REMARKS</b>	<b>DATE</b>	<b>BY</b>
Earth Change			
Footing Inspection			
Electrical Temp Pole			
Temp Pole Release Called to Utility			
Plumbing Rough			
Sewer Tap			
Slab			
Mechanical Duct Work			
Framing Rough Inspection			
Fire Stop Inspection			
Plumbing Top Out			
Gas Pressure Test			
Electrical Rough Inspection			
Mechanical Rough Inspection			
Electrical Temp to Building			
Release Called to Utility			
Temporary Gas Service			
Meter Release Called to Utility			
Final Building Inspection			
Final Plumbing Inspection			
Final Electrical Inspection			
Final Mechanical Inspection			
Final Earth Change			



## CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007

JENKS, OKLAHOMA 74037-2007

PHONE (918) 299-5883 • FAX (918) 299-4489

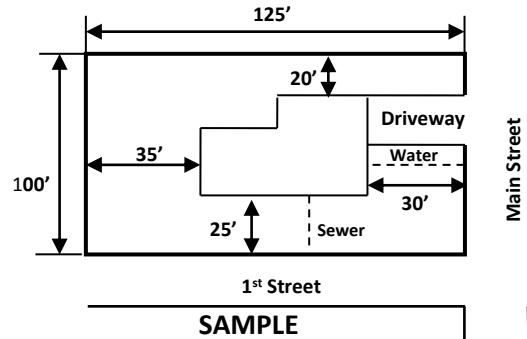
To: All Current and Future Plumbing Contractors  
Registered With The City of Jenks.

From: The City of Jenks Protective Inspections  
Department.

The new lead-free setters installed for water meters in the City of Jenks as required by Federal standards now have an internal check valve. This internal check valve creates a closed water supply system. Due to this change, Thermal Expansion Devices are now required to be installed in the water supply system of all new construction and in hot water tank replacements of existing homes per 2009 OUBC P2903.4.2. This requirement must not only be met in order to satisfy the Oklahoma Unified Building Code, but is also required in order to preserve the manufacturer's warranty of most hot water tanks.

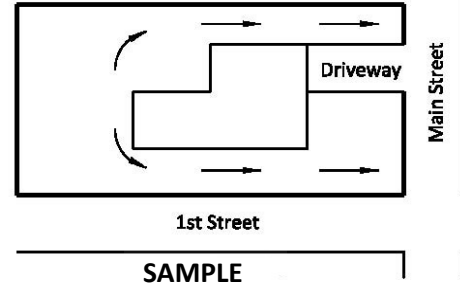
**INFORMATION NEEDED:**

Draw to scale. Show the actual shape and dimensions of the subject property, the size and shape of existing structures, dimensions of proposed use, all other features of development capable of delineation. (See below for suggestions). If necessary to give the required detail, a separate drawing on a larger sheet may be attached to this application.



**DRAINAGE:**

Indicate, with flow arrows, the drainage plan for collecting and diverting roof runoff around the house and off the property. **NOTE:** Roof runoff shall not be diverted onto a neighbor's property.



**Include to Scale:** Yard area, fencing, landscaping, berms for noise control, required parking area with spaces marked and surfacing noted, width and location of points of ingress and egress and driveways, size and location of signs.

**Initials of Applicant:** \_\_\_\_\_

## BUILDING PERMIT REQUIREMENTS

### SILT FENCING

1. Builders are required to have silt fencing established on construction sites within any area where drainage flow would allow stormwater to leave the property.
2. Silt fences will be established prior to approval of any footing inspection and are to be maintained throughout the construction process.
3. Concrete and delivery trucks should avoid disturbing the silt fencing and minimize tracking mud and debris into the roadway.
4. Sand, mud, and debris that enter the roadway are to be immediately cleaned up and placed back onto the construction site.

### TRASH RECEPTACLES

There are numerous water features throughout the City of Jenks, many of which serve the dual purpose of stormwater detention. Trash and debris can cause these facilities to fail or function improperly. To ensure good housekeeping on construction sites, builders and contractors are required to:

1. Maintain an on-site receptacle for depositing trash and debris. The receptacle is to be at a standard capable of restricting trash and debris from blowing onto adjacent properties.
2. Trash and debris is to be cleaned daily, contained on-site and disposed of in a waste receptacle to prevent wind or rain from carrying it off-site into a storm drain or waterway.

### BUILDING INSPECTIONS

The following procedures are to be followed to ensure efficient and timely inspections on the construction project:

1. A copy of the permit and temporary address sign indicating the street number are to be posted in the front of the property near the street or road. These are to be clearly visible and maintained for the duration of the construction period.
2. All electrical, plumbing, and mechanical work are required to be done by licensed contractors registered with the City of Jenks.
3. Scheduling:
  - a. Inspections are scheduled by calling City Hall at 299.5883. Permit number and address of construction is to be provided when requesting all inspections.
  - b. Inspection requests called in by 11:00 a.m. will be accomplished the same day.
  - c. Inspection requests called in after 11:00 a.m. will be accomplished the following day.
4. Inspections are required at the following stages of construction:
  - Footing After steel is in place, before concrete is poured.
  - Plumbing Rough All water and building drain lines must be inspected prior to pouring of concrete slab floor.
  - Mechanical Rough Ducts under slab must be inspected prior to pouring of concrete slab floor.
  - Slab, Vapor Barrier, Reinforced Steel or Post-Tension, Termite Inspection Before slab is poured.

The following four (4) inspection items are to be conducted at the same time; therefore, only one inspection appointment is needed.

- |  |                      |   |
|--|----------------------|---|
|  | • Electrical Rough   | Electrical rough <u>prior</u> to insulation and sheetrock.  |
|  | • Plumbing Top Out   | Top out <u>prior</u> to insulation and sheetrock.   |
|  | • Mechanical Top Out | Supply and return air ducts located in attic or other concealed spaces and bathroom exhaust fans vented to exterior of building <u>prior</u> to insulation and sheetrock. |
|  | • Framing            | To be made after all of the following have been completed: roof, framing, fire blocking, bottom plates, anchor bolts or equivalent foundation anchorage, and energy seal. |
|  | • Final              | To be made at completion of building and <u>prior</u> to occupancy.   |

**FINAL INSPECTIONS WILL NOT BE DONE UNTIL WATER AND SEWER TAPS AND ALL OTHER FEES HAVE BEEN PAID.**



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PHONE (918) 299-5883 • FAX (918) 299-4489

To: All Builders

From: Joe Robertson, Chief Building Inspector

Date: April 26, 2010

Re: **Pre-Erosion Control (PEC) Inspection**

The Federal Government has mandated that municipalities, such as Jenks, implement certain programs and procedures to regulate illicit runoff discharge into waters and streams, construction and post-construction runoff, and other matters including management of storm water runoff from all sources within the City of Jenks. Ordinance No. 1206 establishes procedures to regulate the introduction of pollutants to the City of Jenks' municipal separate storm sewer system and enables the City of Jenks to comply with Phase II regulations issued by EPA (64 FR 68722).

**Beginning May 1<sup>st</sup> 2010, a New Inspection Procedure** will be put into place. When a builder calls in for an inspection, there will be a PEC Inspection done prior to the inspection that was originally called in. Failure of the PEC inspection will result in a re-inspection fee and will halt continuance of the original inspection that was called for. Correction of the erosion control measures will need to be completed and payment of the re-inspection fee will be required before you will be allowed to re-call the original inspection.

There will be no exceptions in this regard, so please take time to verify that your erosion control devices are in place and installed correctly prior to calling an inspection.

Thank you for your cooperation in this matter.

Sincerely,

Joe Robertson  
Chief Building Inspector  
City of Jenks

## NOTICE TO BUILDING PERMIT APPLICANTS

Set forth below is a non-exclusive list of state and local taxes and associated registration requirements to which building permit applicants may be subject:

Pursuant to the Sales and Use Tax Codes persons who perform any improvement to real property and who, as a necessary and incidental part of performing such improvement, incorporates tangible personal property belonging to or purchased by the person into the real property being improved is deemed to be a contractor. Contractors are the taxable consumer/user of all items of tangible personal property and taxable services used to complete the project.

**SALES TAX** - Unless otherwise exempt, contractors owe state and local sales tax, as applicable, on taxable purchases in Oklahoma of materials and equipment.

**USE TAX** - Unless exempt from the tax levy, contractors purchasing items for use, consumption, or storage in Oklahoma from retailers outside of Oklahoma are subject to Oklahoma use tax. **Contractors making purchases from outside Oklahoma, from a vendor that is not required to collect Oklahoma use tax, must accrue and remit Oklahoma state and any local use tax on the materials purchased. Contractors making purchases of tangible personal property outside the State of Oklahoma for their own use or consumption in Oklahoma must apply with the Oklahoma Tax Commission for an Oklahoma Use Tax Account to report and remit their use tax on a monthly basis. There is no fee for this account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued but a consumer use tax account will be issued applicant for tax reporting and remittance purposes.**

**WITHHOLDING TAX** - Businesses which employ or will employ one or more individuals in the State of Oklahoma are under a duty to deduct and withhold income tax from the wages paid each employee. The amount of tax to be withheld is determined in accordance with the table devised by the Tax Commission. **These businesses/employers must apply for a withholding tax account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued, but the employer will be issued an account using its FEIN for the purpose of reporting and remitting withholding tax.**

**INCOME TAX** - An income tax is imposed upon the "Oklahoma taxable income" of every resident or nonresident individual and upon every corporation doing business in Oklahoma or deriving income from sources within the State. 68 O.S. §2355.

**AD VALOREM** - Local ad valorem taxes may be applicable; check with the county assessor in the county in which the project is located.

### ADDITIONAL REQUIREMENTS FOR NONRESIDENT CONTRACTORS

**A NONRESIDENT CONTRACTOR** is any contractor whose principal place or places of business are outside Oklahoma or a multi-state employer who does not maintain a permanent work force of three or more employees in Oklahoma. These individuals or companies must provide the following information before beginning a contractual project in Oklahoma:

1. A completed **Business Registration, Packet N** if an Oklahoma registration is not current.
2. A **Notice of Contract Award** to each of the following Agencies.
  - A. Oklahoma Tax Commission, Registration Section (405) 522-0377
  - B. Oklahoma Employment Security Commission (405) 557-7200
  - C. Oklahoma Department of Labor, Worker Compensation Division (405) 528-1500
  - D. The County Assessor Office of the county in which the work is to be done.
3. A **Notice of Contract Form BT175**
4. A **surety bond is required on contracts over \$100,000**. Provide a **Nonresident Contractor Surety Bond Form BT163** in the amount of three times the estimated tax liability to be incurred under your contract or ten (10%) of the amount of the contract. A worksheet to estimate the nonresident contractor tax liability may be obtained from the Taxpayer Assistance Division of the Oklahoma Tax Commission.
5. **Notice of Completion Form BT176** when contract is complete. The Surety may be canceled at the time of completion; however, it may not be released by the Oklahoma Tax Commission until one year **after** the mailing of the completion notice.

The referenced nonresident contractor forms are available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov).