



11 N Main  
Broken Bow OK 74728  
Phone (580)584-3400

Plan Number \_\_\_\_\_

Reviewed By \_\_\_\_\_

Date Accepted \_\_\_\_\_

Date Denied \_\_\_\_\_

**Submittal Requirements Check List**

**I. Application**

- 1. Complete Building Information ( Verify address ) \_\_\_\_\_
- 2. Owner/ Contractor Information \_\_\_\_\_
- 3. Legal Description ( May attach 3 copies if metes and bounds or split lots ) \_\_\_\_\_
- 4. Type of Permit (Erect, remodel, add-on, etc.) ( Split fees if multiple type ) \_\_\_\_\_
- 5. Specific Proposed and Existing Uses \_\_\_\_\_
- 6. Estimated Cost and Square Feet \_\_\_\_\_
- 7. Height and Stories of Building \_\_\_\_\_
- 8. Contact Persons and Phone/Fax Numbers \_\_\_\_\_

**II. Plan Requirements ( 1 complete set required, drawn to scale on a minimum of 18 x 24 inch paper )**

- 1. Floor Plan :
  - A. Show all existing and proposed walls, door swings and windows and their sizes. \_\_\_\_\_
  - B. Label use of all rooms, show all plumbing fixtures and provide stair details (if applicable ) \_\_\_\_\_
  - C. Show accessible features ( handicap requirements ) including ramps and restrooms. \_\_\_\_\_
  - D. Show seating and/or equipment arrangements if applicable. \_\_\_\_\_

**\* NOTE \*** Remodel projects which do not include any exterior work or change of use are not required to submit items 2 thru 5 below. A “ key plan “, in lieu of a complete site plan, is required if the proposed project is in a multi-tenant building or floor. In some instances, structural plans and/or Seals and Certifications are required if applicable.

- 2. Site Plan : ( North arrow required )
  - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements. \_\_\_\_\_
  - B. Location and dimension, in feet, of all structures, drives, parking (including handicap provisions), landscaping, screening and lighting ( both existing and proposed ). \_\_\_\_\_
  - C. Location of all existing and proposed fire hydrants. \_\_\_\_\_
  - D. Notice of Intent and erosion control plans required. (Prior to issuance of permit ) \_\_\_\_\_
- 3. Footing and Foundation Plan. \_\_\_\_\_
- 4. Wall Sections : Show wall section details that include composition of walls and any fire walls or fire rated assemblies and exterior and interior finish materials. \_\_\_\_\_
- 5. Exterior Elevations : Drawings shall be an accurate depiction of the final “look” of the structure. \_\_\_\_\_
- 6. Structural Plans : Structural plans showing the essential building framework and the methods of connection of structural framing members: ( Prior to issuance of permit ) \_\_\_\_\_
- 7. Applicable Seals and Certifications : ( Prior to issuance of permit, if required ) \_\_\_\_\_

**\* NOTE \*** Most assembly use buildings and larger buildings that involve spans of structural members in excess of 30 ft may be required to be designed by an Architect or Engineer licensed in the State.

