



**SECTION 7-2 BUILDING PERMIT REQUIREMENT**

There shall be submitted with each application for a building permit one (1) copy of a layout or plot plan drawn to scale. All plot plans shall include the following:

- North arrow
- The plans must be drawn to standardized scale.
- The legal description of the property or subdivision name, block, and lot number written on the plan or attached.
- The actual shape and dimensions of the lot to be built upon, the *exact* size and location on the lot of any existing buildings or structures, if any, and the size and location of the building or structure to be constructed, altered, or moved. All pins must be visible upon inspection.
- State the existing or intended use of each such building or part of building, and supply such other information with regard to the lot and neighboring lots that may be necessary to determine compliance with and provide the enforcement of these Regulations.
- All property lines accurately drawn to scale with the dimensions of each line numerically illustrated in feet.
- All adjacent street showing the centerline of each, the width and length of each and any street names. Property lines shall be included as a part of these rights-of-way by showing dimensions from the centerline.
- The exact location, dimension, and type of all easements that abut and/or are situated on the property shall be shown.
- The location of driveway approaches, width and length, of every driveway.
- Existing and proposed paving, including the width and type of paving and whether there is a curb and gutter.
- Location and size of all sanitary sewer facilities and water lines, existing and proposed (if applicable). If in a flood plain location of all drainage structures and pipes, existing and proposed, including contour lines indicating natural flows, the location of the actual structure relative to floodplain area and first floor elevation shall also be indicated on plot plan.
- Show Drainage Path Plans to show the adjacent properties are not affected by storm water runoff and is in compliance with Drainage Ordinances of the City of Piedmont.

**SECTION 7-2.1 SITE PLAN REQUIREMENTS**

There shall be submitted with each application for a building permit one (1) copy of a site plan drawn to scale. All site plans shall include the following:

- Plans for any portion of any site which involve the construction of public improvements on public easements, or right-of-ways, or which are to be dedicated to the public, shall be certified by a Professional Engineer registered in the State of Oklahoma.
- Plans shall be drawn to scale at a scale of not less than one (1) inch equals one hundred (100) feet.
- Plan shall show clearly the location of the tract lot or parcel in relation to surrounding properties and public roadway.
- Plans shall show this topography or spot elevation with the direction of drainage, plus any proposed changes to land elevations.
- Plans shall show all proposed entrances and exits for vehicles, including location, type, and size of drives, and plans for paving.
- Plans shall show all off-street parking and loading spaces, including any required handicapped parking spaces.
- Plans shall show the location, general use, number of floors, height, net, and gross floor area of each building.
- Plans shall show all signs and illumination proposed for the location.
- Plans shall show provisions to be made for screening and landscaping of buildings, parking, and outside activity areas.
- On tracts of land larger than one acre, or in areas subject to historical flooding, a plan for drainage improvements certified by a Professional Engineer to comply with the drainage provisions of Section VI-6 of the Subdivision Regulations of the City of Piedmont. The drainage plan shall include the entire tract where the development site is a part of a larger tract of land under the same ownership.
- On tracts of land up to and including one acre in size a certificate from a licensed Professional Engineer certifying that the development will not have an adverse effect on surrounding properties.

*The applicant attests that all improves shall meet or exceed International Residential Codes (IRC) and/or International Building Code (IBC) and conform to the Piedmont Zoning Ordinance, Subdivision Regulations, and all other applicable ordinances. All improvements shall be null and void if the foundation is not completed within six (6) months or the improvement does not meet or exceed the above requirements or if any application information is incorrect.*

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

Printed Name: \_\_\_\_\_

**City Use Only**

Permit #: 2018- \_\_\_\_\_ Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Address: \_\_\_\_\_

Paid     Unpaid    Amount: \$ \_\_\_\_\_    Receipt Number: \_\_\_\_\_

**New Builds Only:**    Water Service Application Completed?    Sewer Service Application Completed?  
 Yes     No     N/A     Yes     No     N/A

**Received Digital Copies:**     Yes     No     N/A

\_\_\_\_\_  
 City Inspector Approval    Date    Community Development Supervisor