

1. Zoning Clearance Permit Application (No Fee)

a. A Zoning Clearance Permit needs to be done for each project that requires a building permit to make sure the property is properly zoned for the project.

i. If property is properly zoned for project Zoning Administrator will approve Zoning Clearance Permit and you should proceed to Building Permit Application.

ii. If property is not properly zoned for the project Zoning Administrator will not approve the Zoning Clearance Permit and you can submit an application for a variance or exemption from the current zoning requirements or discontinue the project. The application for variance or exemption will require a public hearing before any recommendation can be made to the city council. Final approval of any exemption or variance will be done by the City Council.

2. Is my project exempt from the building permit process? If yes, schedule with building inspector for inspections. If project is not exempt from the building permit process continue on to step 3.

3. Building Permit Application (Residential \$50.00 Fee, Commercial \$100.00 Fee)

- a. Once approval has been obtained for Zoning Clearance (either by permit approval or a variance/exemption by the City Council) you need to submit a Building Permit Application.
- b. Building Permit Application needs to be filled out as completely as needed for the specific project. A drawing to represent the project needs to accompany the application.
- c. Building Permit Application fee will be paid at the City Hall when the application is received.
- d. Building Permit Application will be considered by Building Inspector.
- e. Schedule with building inspector the "on site" visit.

4. On site visit with building inspector.

- a. Building inspector will make the first on site visit, if the building site meets requirements a building permit will be issued at this visit.
- b. Additional Permits could be required for Electrical, Plumbing or Mechanical. (\$25.00 Fee Each)
 - i. Electrical, Plumbing or Mechanical contractors will need to obtain specific permits.

- ii. All contractors are responsible to schedule inspections with the building inspector.
- c. Building inspector will make inspections of the project and issue a certificate of occupancy when project is completely approved.



Application for Zoning Clearance

This is not a building permit.

Application #: _____ Date: _____ Fee: _____

(Note: Application Fee is non-refundable.)

Property owner where work is to be done: If commercial, include name of business.

Business Name if applicable: _____

Owner Name: _____ Phone: _____

Street Address: _____ City: _____

All applications shall include a Site Plan drawn to scale showing lot size, existing and proposed structures, utilities, driveways and streets, alleys, measurement of setback and any other applicable information. Plan should also include photos from different angles. **IMPORTANT:** If all fields are not completed or detailed description is not included, there may be a delay or application may be denied.

Check all that apply: () New Construction. () Remodel. () Enlarging. () Replacing. () Changing Use.

() Demolition. () Other – explain: _____

Lot size: _____ Structure Size: (width) _____ (depth) _____ (height) _____

Type of Structure (i.e. storage, fence, garage, etc.) _____

Type of Materials (i.e. metal, wood, concrete, etc.): _____

Building Setbacks from property Lines: Front _____ Back _____ Sides _____

Type of work to be done: (Use other side of this sheet if necessary).

All information you provide WILL be verified. By signing this form you state the information you have provided is true and correct.

Signature of applicant: _____ Date: _____

Approved by: _____ Date: _____

Cordell City Code states: B. Permit Required: No building or other structure shall be erected, constructed, enlarged, altered or repaired in such a manner as to prolong the life of the building, nor shall the use of any land or building or other structure be changed, without a zoning clearance permit being issued authorizing such construction, alteration, repair, or use changes as being in compliance with the provisions of this title. No building permit shall be issued for any construction not conforming to a valid zoning clearance permit. (1997 Code § 12-313; amd. 2014 Code)



City of Cordell

101 E. Main St.
Cordell, Ok. 73632
580-832-3825

Building Permit Application

- Commercial
- Demolition
- Residential

Project Name:				Application #	
Project Address :					County
Legal Description	Lot #	Block#	Subdivision	<input type="checkbox"/> See attached sheet if metes and bounds or split lots	
Owner Information		Name :			
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Contractor Information		Name :			
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Applicant Information		Name :			<input type="checkbox"/> Same as Owner <input type="checkbox"/> Same as Contractor
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Permit Information	(Please check only one. If more than one applies, list in remarks below.)				
	<input type="checkbox"/> Erect	<input type="checkbox"/> Remodel	<input type="checkbox"/> Fire Restoration	<input type="checkbox"/> Modular	
	<input type="checkbox"/> Add On	<input type="checkbox"/> Move on	<input type="checkbox"/> Install		
Number of Stories	Overall Height	Square Footage	Existing Use of Land/Bldg	Proposed Use of Land/Bldg	
Estimated Cost:		Number of Units:	Professional Builder's Certification # (If Applicable):		

Applicant Remarks (Optional)

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 New Cordell 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 and bonded with the City of New Cordell.

Date: Printed Name _____ By _____

ELECTRICAL PERMIT APPLICATION



City of Cordell

101 E. Main St.
Cordell, Ok. 73632
680-832-3825

CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S REPRESENTATIVE NAME: _____

CONTRACTOR'S E-MAIL ADDRESS: _____

BUSINESS PHONE #: _____ STATE LICENSE #: _____

COMPLETE JOB ADDRESS: _____

BUILDING PERMIT #: _____

CIRCLE THE TYPE OF PERMIT NEEDED:

RESIDENTIAL:

NEW CONSTRUCTION

SERVICE SIZE _____ AMPS

TEMP CONST. SERVICE YES / NO

ADD-ON REMODEL MISC.

CUT-OVER (ANY CHANGE IN SERVICE)

EXISTING SERVICE SIZE _____ 'AMPS

FINAL SERVICE SIZE _____ .AMPS

HOUSE METER

MOBILE HOME

WATER WELL SERVICE/MAX 40 AMPS

POOL / SPA WIRING

METER BASE PERMIT (NO WORK HAS BEEN DONE)

MINOR WIRING (UNRELATED TO A BLDG PERMIT)

RE-INSPECTION ORIGINAL PERMIT #:

COMMERCIAL:

NEW CONSTRUCTION

SERVICE SIZE _____ 'AMPS

BUILDING SIZE _____ SQ FT

TEMP CONST. SERVICE YES / NO

ADD-ON REMODEL MISC.

BUILDING SIZE _____ SQ FT

CUT-OVER (ANY CHANGE IN SERVICE)

EXISTING SERVICE SIZE _____ 'AMPS

FINAL SERVICE SIZE _____ .AMPS

METER

SHORT TERM SERV (CARNIVAL, CIRCUS, EVENTS, ETC)

SIGN

CANOPY

POOL / SPA WIRING

METER BASE PERMIT (NO WORK HAS BEEN DONE)

MINOR WIRING (UNRELATED TO A BLDG PERMIT)

RE-INSPECTION ORIGINAL PERMIT #:

PARTIAL INSPECTION (GROUND, WALL, CEILING, TEMP. FINAL, ETC.) ORIGINAL PERMIT # _____

CIRCLE INSPECTION NEEDED:

WILL CALL TEMP POLE ROUGH SERVICE FINAL

OTHER INFORMATION: _____

101 East Main, Cordell OK 73632

PHONE (580) 832-3825



City of Cordell

101 E. Main St.
Cordell, Ok. 73632
680-832-3825

PLUMBING PERMIT APPLICATION

CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S REPRESENTATIVE NAME: _____

CONTRACTOR'S E-MAIL ADDRESS: _____

BUSINESS PHONE #: _____ STATE LICENSE #:-_____

COMPLETE JOB ADDRESS: _____

BUILDING PERMIT #: _____

CIRCLE THE TYPE OF PERMIT NEEDED:

RESIDENTIAL: **NEW CONSTRUCTION** (TOTAL # OF BATHROOMS _____)
 ADD-ON **REMODEL** **MISC**

COMMERICAL: **NEW CONSTRUCTION** (LIST FIXTURES BELOW)
 ADD-ON **REMODEL** **MISC**

SERVICES:

(NEW / REPLACE / RELOCATE)

CITY WATER	YES / NO	CITY SEWER	YES / NO
WATER WELL	YES / NO	SEPTIC SYSTEM	YES / NO
WATER EXTENSION	YES / NO	SEWER EXTENSION	YES / NO
CONSTRUCTION GAS	YES / NO	GAS SERVICE	YES / NO
GAS EXTENSION	YES / NO	GAS METER RE-SET	YES / NO

FIXTURES:

(NEW / REPLACE / RELOCATE)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MOBILE HOME / GAS PERMIT ONLY

NEW GAS SERVICE / GAS METER RE-SET

RE-INSPECTION

ORIGINAL PERMIT # _____

CIRCLE TYPE OF INSPECTION NEEDED:

WILL CALL	GROUND	ROUGH	SEWER
CONSTRUCTION GAS	GAS	WATER	FINAL

OTHER INFORMATION _____



City of Cordell

101 E. Main St.
Cordell, Ok. 73632
580-832-3826

Pool Permit Application

Commercial

Residential

Project Name :			Application #		
Project Address :					County
Legal Description	Lot #	Block #	<input type="checkbox"/> Subdivision :		See attached sheet if metes and bounds or split lots. <input type="checkbox"/>
Owner Information		Name :			
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Contractor Information		Name :			
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Applicant Information		Name :			<input type="checkbox"/> Same as Owner <input type="checkbox"/> Same as Contractor
Address :			City :	State :	
E-mail :		Phone #	Fax #	Zip :	
Permit Information	Type of Pool to be Installed : <input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Above Ground <input type="checkbox"/> Other				
Depth :	Square Feet :	Proposed Use of Property :		Estimated Cost :	

Applicant Remarks (Optional) _____

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 New Cordell Oklahoma and that all electrical and plumbing (if connected to sanitary sewer or domestic water supply) shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered and bonded with the City of New Cordell Oklahoma.

Date _____ Printed Name _____ By _____

Do Not Write Below This Line — Office Use Only

Permits/Inspections Required:
 Building
 Electric
 Plumbing
 Zoning

Land Use Code _____ Zoning _____
Overlay Zoning _____ Other _____

Remarks: (Will Print On Permit)

Approved _____, 20____

Denied _____, 20____ Reason: _____

By: _____



City of Cordell

101 E. Main St.
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580-832-3826

Fence Permit Application

Project Name :				Application #	
Project Address :					County
Legal Description	Lot #	Block #	Subdivision	<input type="checkbox"/> See attached sheet if metes and bounds or split lots	
Owner Information		Name :			
Address:			City :	State :	
E-mail :		Phone #	Fax #	Zip	
Contractor Information		Name :			
Address:			City :	State :	
E-mail :		Phone #	Fax #	Zip	
Applicant Information		Name :		<input type="checkbox"/> Same as Owner <input type="checkbox"/> Same as Contractor	
Address:			City :	State :	
E-mail :		Phone #	Fax #	Zip	
Permit Information	Front Yard Fence	Length	Height	Type of Fence	
	Rear Yard Fence	Length	Height	Type of Fence	
	Side Yard Fence	Length	Height	Type of Fence	
Proposed Use of Property:				Estimated Cost:	
Applicant Remarks (Optional)					
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 New Cordell Oklahoma.					
Date	Printed Name			By	
Do Not Write Below This Line -Office Use Only					
Land Use Code _____	Zoning _____	Fire Review	: Approved	N/A	Pending
Overlay Zoning _____	Other _____	Eng Review	: Approved	N/A	Pending
Permits/Inspections Required :	<input type="checkbox"/> Building	<input type="checkbox"/> Electric	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Zoning	<input type="checkbox"/> Other
Remarks :(Will Print On Permit)					
Approved _____	20	By: _____			
Denied _____	20	Reason: _____	By: _____		