

City of Harrah



Residential Building

Permit & Procedures



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

Office Use Only

Permit # _____

Cash _____

Check _____

Credit Card _____

Date _____

Receipt No. _____

Application for Residential Building Permit

Date: _____ Total Sq. Ft. under roof _____ Permit Fee: \$ _____
(To be filled out by City of Harrah)

1. A completed application must be turned into the city for processing, incomplete applications will be returned to the applicant.
2. One complete set of building plans including footing, framing, and roofing.
3. Site plan, one drawing of the location of the proposed building site including all set backs (from all four 4 sides), also include curb cuts and driveways.
4. Drainage plans the grading, of the lot of the building site location.
5. Percolation test from DEQ if on septic system.

Estimated Building Cost \$ _____

Name: _____ Phone No. _____

Address: _____ City: _____ State: _____

Building site address:

Type of improvement: (Check one) New Construction _____ Add-on _____

Remodel _____ Mobile home _____ Move-in _____ Other _____

If other describe: _____



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Building Characteristics (New Buildings or Additions Only)

Type of Exterior: (check one) Brick _____ Rock _____ Wood _____ Siding-Metal _____
Vinyl _____

Other (describe)

Dimensions: No. of stories _____ No. of bedrooms _____

No. of bathrooms _____ Total No. of rooms _____

Type of moisture barrier to be installed.

Total Sq. Ft. of improvement _____ Total Sq. Ft. of the garage _____

Total Sq. Ft. of covered patio _____ other under roof _____

Type of foundation or footing _____

(Note: Must have steel in footing and stem wall and grounding rod for electrical panel.)

Sewer system (check one) City sewer _____ Private system _____

Water system (Check one) City water _____ Private well _____

No. of buildings on the property _____ Use of the buildings

Building Contractor _____

Plumbing Contractor _____

Address: _____

Address: _____

Phone No. _____

Phone No. _____

Electrical Contractor _____

Mechanical Contractor _____

Address: _____

Address: _____

Phone no. _____

Phone No. _____



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NOTE: All construction must conform to the international building and the City of Harrah codes.

I hereby certify and acknowledge that I have read and agree to all the conditions herein stated and specified. **Please Initial** _____

I further certify that the statements in this application are true and correct to the best of my knowledge and belief and that all construction work under this permit will comply and conform to the attached plans, specifications and drawings. I further agree to comply with all applicable city ordinances and building codes of the City of Harrah. Any misrepresentation of these statements will void this permit.

Applicant Name: _____ Applicant signature: _____

Address: _____ Phone No. _____
Street City Zip

Approved: _____

Disapproved _____

Issue by building department _____ Date: _____
Official Signature

If denied give reason: _____



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Residential Home Builders Insurance Verification Form

Name of Insured _____

Telephone _____ Fax _____

Address _____

City _____ State _____ Zip _____

Contractor Federal/State Employer Identification Number (EIN) _____

Worker's Compensation Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Policy No. _____ Effective Date _____

Policy Effective Date _____ Policy Expiration Date _____

General Liability Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Policy No. _____ Amount of Coverage _____

Policy Effective Date _____ Policy Expiration Date _____



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Site Plan

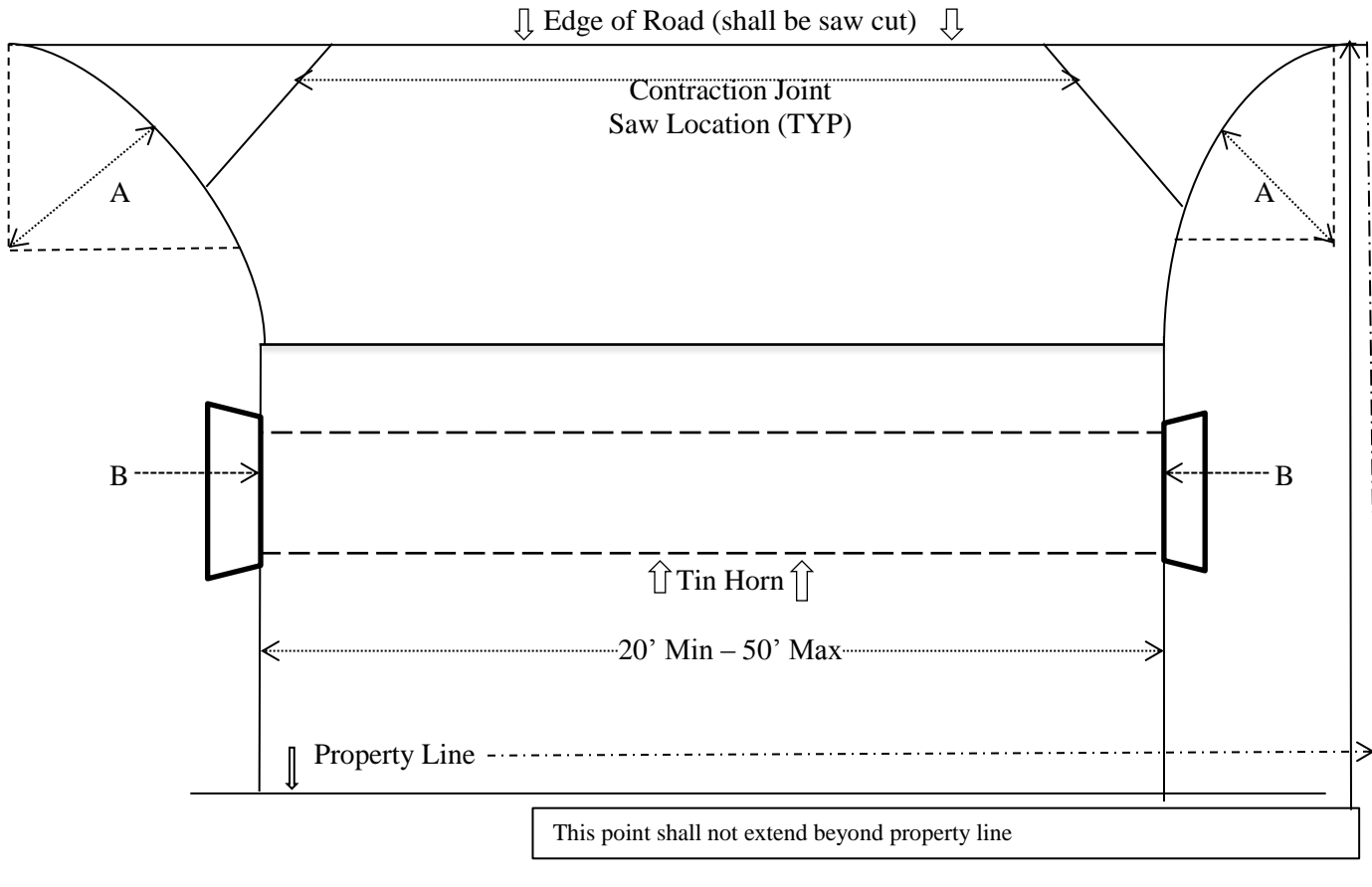
A large, empty rectangular box with a black border, intended for the site plan drawing.



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PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

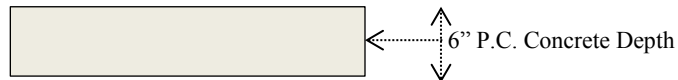
Driveway Requirements for all Single and Two-family Residences



****A= 15' min Radius**

****B= 15" min diameter**

Properly sized Culvert shall be installed where a drainage ditch exists, Culvert to be omitted only with Prior approval of the Building Inspector or the City Director of Public Works.





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PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

12-134: PROCEDURES FOR BUILDING PERMITS:

A. Application for a building permit shall be made at city hall on forms provided by the city. Administrative review of the application by the building official shall begin upon submittal of the complete application and the application fee. The following supporting information is required for a complete application:

1. For single-family and two-family dwellings, the following:

a. A survey, prepared by a licensed surveyor registered in the state of Oklahoma, of the boundaries of the lot on which the improvement is proposed to be located; provided:

(1) No survey shall be required for the erection of a portable building on a lot occupied by a single-family or two-family dwelling.

(2) In the A-1 and A-2 districts, no survey shall be required for accessory buildings related to a single-family dwelling or agricultural use, provided the property contains the minimum lot area required by the area regulations of the zoning district.

b. Three (3) complete sets of construction plans.

c. A site plan showing the location of the structure on the lot, all easements, setbacks, curb cuts, and driveways. Every dwelling unit shall have direct access to a dedicated public street or a private road that has been approved by the city and improved to minimum standards established by the city.

d. Drainage information, including grading plans, to show that storm water will be directed to the street side of the lot or to an improved drainage structure in an easement at the rear or side of the lot.

2. For multi-family (3 or more units), commercial, industrial, public buildings, and all public and private institutional development, the following information shall be required:

a. A survey, prepared by a licensed surveyor registered in the state of the boundaries of the lot on which the improvement is proposed to be located.

b. Three (3) sets of complete construction plans, including structural, civil, mechanical, electrical, and fire protection plans, prepared in conformance with applicable codes and ordinances.

c. Three (3) copies of a site plan, drawn to a scale of at least one inch equals twenty feet (1" = 20'), showing the following information on one or more sheets:

(1) The exact size, shape, and dimensions of the lot proposed to be built on with a notation of the total square feet of lot area.



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

- (2) The exact size and location on the lot of all existing buildings and structures, and the exact size and location on the lot of any structure or building proposed to be repaired, altered, erected, or moved.
- (3) A declaration of the existing and intended use of each existing or proposed building or structure on the lot, and, if applicable, the number of families or housekeeping units which each existing and proposed building is designed to accommodate.
- (4) Adjacent street and alley rights of way, showing curb cuts or proposed points of ingress and egress, and dimensions of driveways. Every dwelling unit shall have direct access to a dedicated public street or a private road that has been approved by the city and improved to minimum standards established by the city.
- (5) A landscaping plan showing conformance with landscaping requirements of the zoning code.
- (6) Vehicle parking and loading areas, to include delineation of all parking spaces and a total number indicated, dimensions of all aisle widths; specifications for depth and type of paving.
- (7) Location of walkways and steps, including all information necessary to show conformance with access requirements for disabled persons.
- (8) A drainage plan which shows size and location of existing and proposed storm water structures, flood plain area if applicable, topographic contours at two foot (2') intervals, and proposed grading plans to direct storm water to the street or to an improved drainage structure in an easement at the rear or side of the lot.
- (9) Location, dimensions, and type of all easements situated on or abutting the property.
- (10) Front, side, and rear yard setbacks illustrated in feet.
- (11) Location of exterior lighting, screening, open space, solid waste collection methods and accommodation.
- (12) Location and size of existing or proposed utility service;
- (13) Any other information that the applicant believes to be relevant to the application.
- (14) Persons performing parking lot and driveway resurfacing and restriping shall not be required to submit the full list included above, but they shall be required to submit satisfactory information to verify the proper handling of drainage, that the number of parking spaces will not be reduced below the minimum requirements, that the resurfacing materials conform to minimum city standards, and that the landscaping requirements of this code have been met or will be met upon completion of the improvements. (Ord. 1991-3, 4-4-1991; amd. Ord. 1995-3, 1-19-1995)

12-135: VIOLATIONS:



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

Any person, firm, or corporation found violating or failing to comply with any of the provisions of this chapter shall be guilty of an offense and, upon conviction, shall be liable for a fine as provided in this code. (Ord. 1991-3, 4-4-1991; amd. Ord. 1995-3, 1-19-1995)

[Footnote 1:](#) 11 OS §§ 45-101_45-105.

[Footnote 2:](#) 11 OS §§ 44-101_44-110.

12-381: CURB CUT AND APPROACH PAVING REQUIREMENTS:

Except as provided in this section, all driveways shall be paved in conformance with the street and driveway paving standards established by the city engineer and approved by the city council.

A. In the A-1 and A-2 zoning districts, driveways shall be improved in conformance with one of the following:

1. Driveways providing access from a curb and gutter street shall meet the city standard for urban driveways.
2. A driveway providing access from an arterial street, section line street, or a state or federal highway, and all driveways providing access to uses other than single-family residential and agricultural, shall be paved with Portland cement concrete to a minimum depth of four inches (4") from the edge of the roadway paving to the property line or for a distance that will extend over the drainage structure beneath the driveway, whichever is the lesser.
3. A driveway providing access from any other street not identified in subsection A2 of this section which is improved with a hard surface (Portland cement or asphalt), but without curb and gutter, shall be paved with Portland cement concrete to a depth of four inches (4") from the edge of the roadway paving to the property line or for a distance that will extend over the drainage structure beneath the driveway, whichever is the lesser.
4. A driveway providing access to a single-family residential or agricultural use from a gravel surface or lesser quality street shall be improved with a minimum surface of six inches (6") of compacted gravel from the edge of the street surface to the property line.

B. In all zoning districts, where drainage is carried in a swale adjacent to the roadway, no construction shall begin on a lot until a minimum of a temporary driveway is installed with an approved drainage structure in place prior to the commencement of any construction activity on



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

a lot. All construction vehicles shall be restricted to use of this driveway for property access.
(Ord. 1998-3, 2-19-1998)

12-433: EROSION AND SEDIMENTATION CONTROL MEASURES FOR PUBLIC AND PRIVATE IMPROVEMENTS:

A. Purpose: The purpose of this section is to provide guidance in the design of effective management of erosion and sedimentation and to protect water quality and the general health, safety, and welfare of the residents of the city.

B. General Requirements:

1. These regulations shall be applied to all subdivision improvements and to all building construction projects within the city limits.
2. Development activity shall not be conducted unless appropriate erosion and sedimentation facilities are designed, installed, and maintained throughout the life of the development.
3. All sediment control measures shall be indicated on the final construction or building permit plans. They shall be approved and enforced as a part of the city approval and enforcement process for the plans.
4. All new or existing earth slopes and earth areas subject to erosion, such as areas adjacent to trickle channels, inlet structures, and outlet structures, within any area designated for detention or drainage shall be slab sodded with Bermuda sod or have permanent established growth of vegetation. All vegetation areas shall be fertilized, watered, and in an established growing condition prior to completion or acceptance of any storm water drainage facility or development.

C. Design Considerations:

1. Combination Of Design Principles: Practical combinations of the following principles shall be utilized, as a minimum, in planning measures to be installed for any land disturbing activity:
 - a. The land disturbing activity shall conform to existing topography and soil type so as to create the lowest possible erosion potential.



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

- b. The disturbed area and the duration of exposure of bare earth to erosive elements shall be kept to a minimum through construction scheduling and management.
- c. Cut and fill operations should be kept to a minimum.
- d. Disturbed soil shall be stabilized as quickly as possible.
- e. Vegetative practices shall be applied as permanent erosion controls wherever possible.
- f. Natural vegetation shall be retained, protected, and supplemented whenever feasible.

2. General Practice:

- a. Soil and water conservation measures include, but are not necessarily restricted to, vegetation, sediment basins, dikes, grade stabilization structures, sediment traps, land grading, diversions, waterways or outlets, and riprap.
- b. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development.
- c. Required permanent vegetation and structural erosion control measures shall be installed prior to final acceptance of municipal improvements or issuance of a certificate of occupancy on a private construction project. (Prior Code, Chapter 16, as amended)

D. Erosion And Sediment Control Criteria:

- 1. Long-Term Controls: Long-term permanent seeding, sprigging, or planting which produces vegetative cover, including Bermuda grass, Kentucky 31 tall fescue, and weeping lovegrass, or a similar grass approved by the city engineer, shall be used for permanent control of erosion.
- 2. Short-Term Controls:
 - a. Short-term seeding producing temporary vegetative cover such as small grains like rye, oats, wheat, or sundams and sorghum, shall be used to control immediate erosion. This practice shall be considered effective for areas where soil is left exposed for a period of six (6) to twelve (12) months and shall not be considered appropriate as permanent erosion control.
 - b. Straw bale dike may be utilized where no other practice is feasible, as a temporary barrier with a life expectancy of three (3) months or less. It should be installed across or at the toe of a slope for the contributing drainage areas, in accordance with the adopted standards.



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

- c. Erosion matting shall be used for permanent channel embankment and slope stabilization where a permanent erosion control cover has not been established prior to use. The specified material shall be installed as recommended by its manufacturer and approved by the city engineer.
3. Required Structures: A stabilized construction entrance shall be built in accordance with the adopted standards to eliminate the tracking or flowing of sediment onto public right of way, adjacent public or private property, and into any waterway or body of water. (Ord. 1996-10, 6-20-1996)