

# TOWN OF LUTHER, OKLAHOMA

## Unified Building Permit & Specialty Trade Application

Permit # \_\_\_\_\_

Residential  Commercial  Agricultural

### GENERAL INFORMATION & SUBMITTAL REQUIREMENTS

Please review and satisfy the following provisions prior to application submittal:

- Permit Expiration: This building permit expires exactly 6 months after town approval if building activity has not commenced. In such cases, applicants must fully reapply and pay updated structural processing fees.
- Plan Review Scope: All proposed structures exceeding 12' x 20' in dimension, or any structures containing utility systems regardless of size, must be reviewed and authorized by the Town Plan Reviewer.
- Site Layout: A comprehensive plat/detailed layout sketch showing the exact placement of house, setback metrics, water wells, septic configurations, and all existing accessory buildings must accompany this form and include measurements to property lines and adjacent structures.
- Erosion Compliance: If more than 1 acre of total land mass is disturbed during execution, an active DEQ Storm Water Runoff authorization footprint is mandatory.
- Municipal Liability Disclaimer: All inspection actions executed are strictly for town verification use. The Town of Luther assumes zero structural, design, or workmanship liability on site.

### APPLICANT & PROPERTY OWNER INFORMATION

Name of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

### SITE LOCATION & LEGAL DESCRIPTION

Physical Street Address: \_\_\_\_\_

#### PLATTED / UNPLATTED LEGAL TRACKING MATRIX:

\_\_\_\_ 1/4, \_\_\_\_ 1/4, \_\_\_\_ 1/4, \_\_\_\_ 1/4, Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ County:

Oklahoma County

Name of Subdivision: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Current Zoning Class: \_\_\_\_\_ Lot Length (Ft): \_\_\_\_\_ Lot Width (Ft): \_\_\_\_\_

### ZONING SETBACK COORDINATES (FEET)

A Pin Survey completed by a Registered Surveyor may be explicitly demanded by the Town Clerk upon processing.

North Line: \_\_\_\_\_ ft East Line: \_\_\_\_\_ ft South Line: \_\_\_\_\_ ft West Line: \_\_\_\_\_ ft

## STRUCTURAL ENGINEERING & MATERIAL SPECIFICATIONS

Complete Building  Remodel / Repair  Demolish / Remove  Add-On Structure  
 Foundation Only  Shell Only  Modular Installation  Lease Space Fit-out

Intended Use: \_\_\_\_\_ Building Length: \_\_\_\_\_ ft Building Width: \_\_\_\_\_ ft

Total Living SF: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Plans Prepared By: \_\_\_\_\_ Blueprint Control #: \_\_\_\_\_

Estimated Construction Valuation: \$ \_\_\_\_\_

Exterior Siding Type:  Brick  Aluminum  Rock/Stone  Shingle  Other: \_\_\_\_\_  
Roof Formulation:  Wood Shingle  Asphalt Comp.  Fiberglass  Other: \_\_\_\_\_

## INFRASTRUCTURE PROFILES & UTILITIES

Energy Source:  Natural Gas  Propane System  Total Electric Profile  
Power Grid:  OG&E  CREC  
Water Supply:  Municipal System Connection  Municipal Water Tap Permit Needed  Private Well Supply  
Sewer / Waste:  Municipal Sewer Network  Private Septic Tank Asset

SEPTIC SPECIFICATIONS (If Applicable):

Septic Core Material: \_\_\_\_\_ Tank Capacity (Gal): \_\_\_\_\_ Absorption Laterals (Linear Ft): \_\_\_\_\_

**\* Note: Official Verification / Percolation metrics issued by the Oklahoma Department of Environmental Quality (DEQ) MUST be physically appended if installing or verifying a septic tank configuration.**

## MANUFACTURED HOUSING VERIFICATION (IF APPLICABLE)

Classification Grade:  Type I  Type II  Type III Grade  
Structural Model Name / Trade Brand: \_\_\_\_\_  
Name of Manufacturing Entity: \_\_\_\_\_  
Corporate Manufacturing Plant Address: \_\_\_\_\_  
Factory Serial Number ID: \_\_\_\_\_ Manufacture Date Timestamp: \_\_\_\_\_

Please attach Manufacturer Specifications and Drawings

## LICENSED PROFESSIONAL TRADE CONTRACTORS

*It is a strict statutory requirement of this building permit that all Electrical, Plumbing, and HVAC trade activities be performed exclusively by state-licensed personnel who hold active contractor registration credentials with the Town of Luther.*

**Please have Contractors contact our Permitting Clerk to acquire their licenses before any work begins 405-277-3833.**

### 1. PLUMBING & SANITARY CONTRACTOR

Company/Name:

Company Email:

\_\_\_\_\_

\_\_\_\_\_

Business Street Address:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

### 2. ELECTRICAL SYSTEMS CONTRACTOR

Company/Name:

Company Email:

\_\_\_\_\_

\_\_\_\_\_

Business Street Address:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

### 3. MECHANICAL (HVAC) CONTRACTOR

Company/Name:

Company Email:

\_\_\_\_\_

\_\_\_\_\_

Business Street Address:

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

### 4. FLOOD PLAIN BOUNDARY AREA VERIFICATION CHECK:

Property inside Flood Hazard Area

Property Clear / Exempt

**\* If property falls within a designated Flood Hazard Zone, applicant MUST secure separate administrative clearance and file an individual Development Permit for Floodplain Areas with the Floodplain Administrator.**

## LEGAL ATTESTATION & SIGNATURES

I hereby state under penalty of perjury that all technical representations, statements, and dimensions listed on this consolidated application form are true and accurate to the best of my personal knowledge. I verify that construction will proceed in full alignment with the plans submitted and conform to all active revised codes, ordinances, and setback restrictions enforced by the Town of Luther, Oklahoma.

**Mandatory Contractor Rule: I explicitly pledge that all electrical, plumbing, and mechanical climate control components shall be processed, linked, and wired solely by contractors carrying matching, valid licenses issued by the State of Oklahoma and the Town of Luther. I verify that no building or structure under this tracking scope shall be occupied or used in whole or in part until a final inspection has passed and a formal, physical Certificate of Occupancy is officially authorized by Town representatives.**

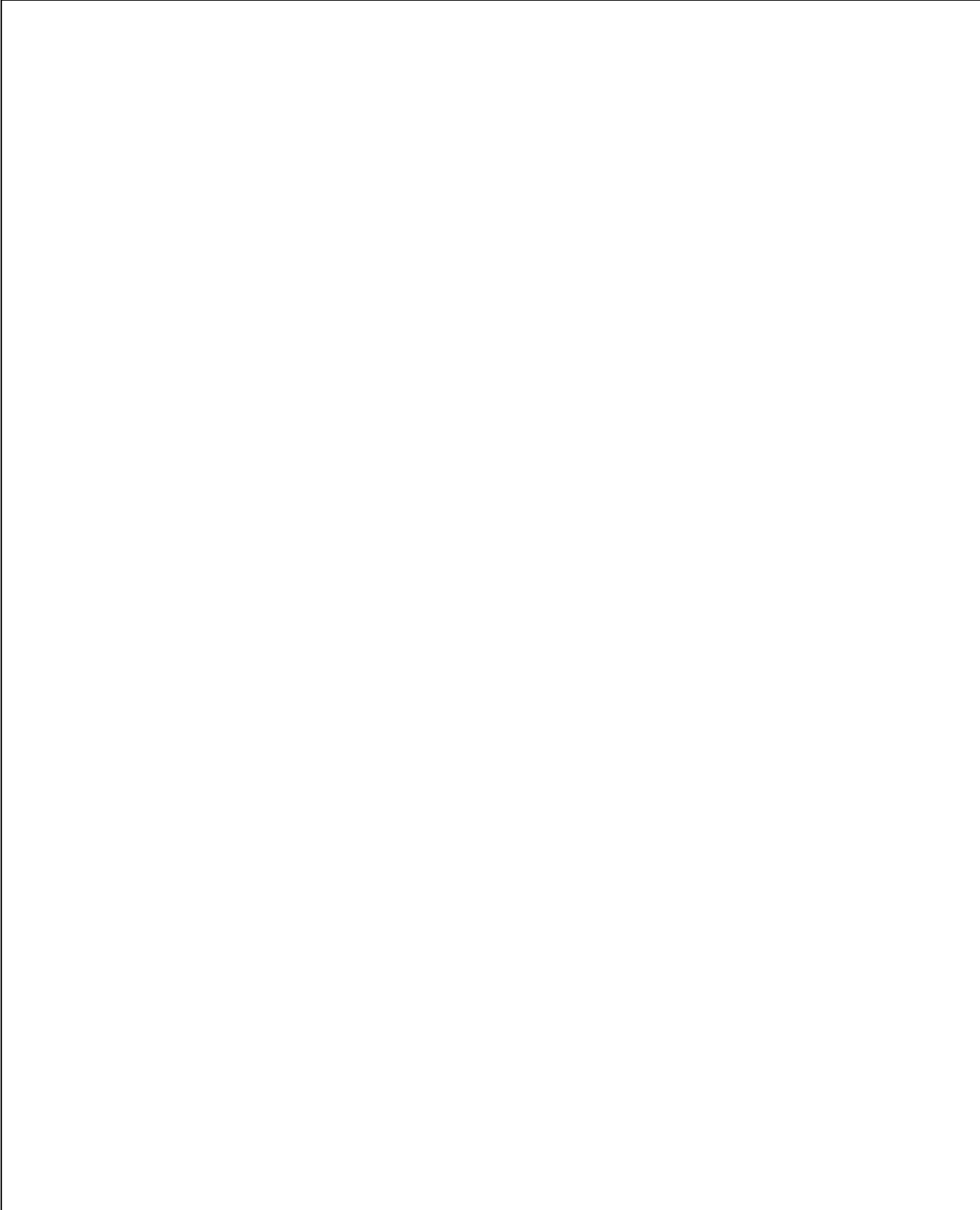
Signature of Property Owner of Record (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of General Contractor / Registered Builder: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Contractor/Builder: \_\_\_\_\_

Please show proposed structure and all existing buildings, along with well and septic locations. Include setback delineations and distance from each item to the property line. Please show nearest cross streets (county maintained) and any private roads to the location for any unplatted area.

NORTH



## CONSOLIDATED FEE ASSESSMENT GRID (OFFICE USE ONLY)

### 1. Permit Base & Square Footage Fees (Due upon Permit Approval)

Fee Description / Assessment Type	Base Rate	Qty / SF	Total Assessed
Residential Structural Base Rate (Per Square Foot)	\$0.20 / SF	\$	\$
Required Inspection Passes (Flat Charge per structural stage)	\$60.00 / Ea	\$	\$
Certificate of Occupancy Issuance Fee	\$60.00 / Flat	1	\$ 60.00
Manufactured Home Package (Includes baseline inspections)	\$340.00 / Flat	\$	\$
Storage Building > 240 sq. ft. \$25 + \$.05 per square foot over 240 square feet.	\$25.00/ Flat	\$	\$
Commercial Baseline Fee (Variable scaling models)	Variable / Scale	\$	\$
Water Tap Fee	\$250.00/ Flat	\$	\$
<b>Sewer Tap Installation- Your Licensed Plumbing Contractor will need to tap Town Main Line.</b>	Charges Not included in Permit Fees	Charges Not included in Permit Fees	Charges Not included in Permit Fees
<b>LPWA Team Lead to be present when Main line is tapped.</b>			

### 2. Utility Infrastructure Connection Fees (Due Upon Permit Approval)

**GRAND CONSOLIDATED MUNICIPAL TOTAL DUE: \$\_\_\_\_\_**

### ADMINISTRATIVE VALIDATION BLOCK (OFFICE USE ONLY)

Permit Assigned ID #: \_\_\_\_\_ Receipt Ref Tracking #: \_\_\_\_\_

Total Currency Remitted: \$\_\_\_\_\_ Flood Plain Admin Sign-Off: \_\_\_\_\_

Luther Plan Reviewer Signature: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

**Official Permit Expiration Date (6 Months from Issuance):**

\_\_\_\_\_