

TOWN OF LUTHER, OKLAHOMA

Unified Accessory Structure Permit Application

GENERAL INFORMATION & SUBMITTAL REQUIREMENTS

Permit _____

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 accessory 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 Diagram:** A comprehensive plat/detailed layout sketch showing the exact placement of the main house, proposed accessory structure, 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: _____

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

TYPE OF BUILDING/STRUCTURE

_____ Detached Garage	_____ Well House	_____ Pergola/Gazebo/Pavilion	_____ Fence
_____ Workshop/Hobby Bldg.	_____ Barn	_____ Patio/Deck	_____ Pool House/Cabana
_____ Storage Shed	_____ Carport	_____ Greenhouse/Garden Shed	_____ Add-On Structure
_____ Storm Shelter	_____ In Ground Pool	_____ Dog Kennel w/permanent foundation	

Intended Use: _____ Building Length: _____ ft Building Width: _____ ft

Foundation Type: _____ Total SF: _____ Plans Prepared By: _____

Exterior Siding: Brick Aluminum Rock/Stone Metal Wood Other:

Roof Formulation: Wood Shingle Asphalt Comp. Fiberglass Metal Other: _____

Does this accessory structure utilize utility systems? YES NO (Circle all applicable)

Energy Source: Natural Gas Propane System Total Electric Profile N/A

Power Grid: OG&E CREC N/A

Water Supply: Municipal Water Private Well Link N/A

Sewer / Waste: Municipal Sewer Private Septic Tank Extension N/A

LICENSED PROFESSIONAL TRADE CONTRACTORS (IF APPLICABLE)

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: _____

Business Phone: _____

Business Address: _____

Contact Person: _____

2. ELECTRICAL SYSTEMS CONTRACTOR

Company/Name: _____

Business Phone: _____

Business Address: _____

Contact Person: _____

3. MECHANICAL (HVAC) CONTRACTOR

Company/Name: _____

Business Address: _____

Business Phone: _____

Contact Person: _____

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.

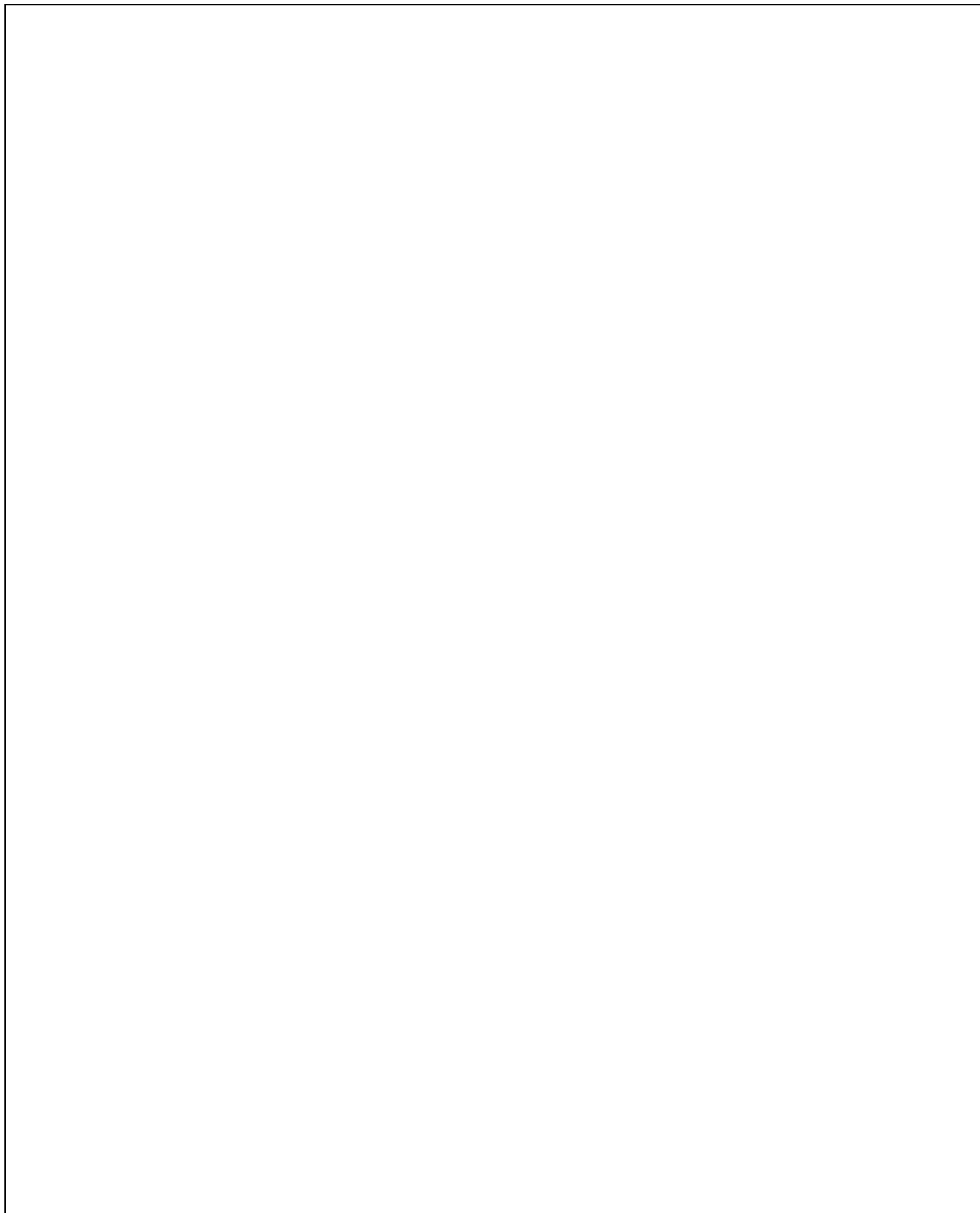
Signature of Property Owner of Record (Required): _____ Date: _____

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



Accessory / Storage Structure ≤ 240 sq. ft.	\$25.00 / Flat		\$
Accessory / Storage Structure > 240 sq. ft. ft. \$25 + \$0.05 per sq. ft. over 240 sq. ft.	\$25.00 + Baseline		\$
Required Inspection Flat charge per structural/trade stage	\$60.00 / Ea.		\$
Certificate of Occupancy Issuance Fee	\$60.00 / Flat	1	\$ 60.00
Water Tap Fee (If utility lines are extended)	\$250.00 / Flat		\$
GRAND CONSOLIDATED MUNICIPAL TOTAL DUE: \$ _____ All Fees (Due Upon Permit Approval)			

ADMINISTRATIVE VALIDATION BLOCK (OFFICE USE ONLY)

Total Currency Remitted: \$ _____ Luther Plan Reviewer Signature: _____ Official Permit Expiration Date (6 Months from Issuance): _____	Receipt Ref Tracking #: _____ Flood Plain Admin Sign-Off: _____ Date Permit Issued: _____
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