

**CITY OF CHICKAHSA**  
**Community Development Department**  
**Building Inspection Division**  
**(405) 222-6010**

**ITEMS NEEDED TO SECURE A BUILDING PERMIT**

*Failure to provide ALL of the following items will hold up your Building Permit and be cause for the Permit to be Rejected.*

- ❑ **PROFESSIONALLY PREPARED PLANS :** If the value of your project is determined to be \$40,000 or more, you must have professionally prepared plans stamped by a licensed architect.
- ❑ **PLOT PLAN:** A drawing of the LOT showing the dimensions and the location and size of the proposed and all existing buildings or permanent structures including driveways. The structures shall be labeled as existing, proposed or future. The drawing shall be to scale and shall show the distances to the property lines from all buildings and the distance between the buildings. If scaled drawings are not provided then a drawing showing all measurements, needed to determine the size and location of all details. If sufficient measurements are not provided the application will be rejected.
- ❑ **CONSTRUCTION DETAILS:** Detailed description of the project including height of building with typical wall sections, footing detail including size, floor detail, ceiling and roof construction. Detail shall include the size of the floor/ceiling joists, rafters, and other details that will describe the construction materials and methods to be used.
- ❑ **LEGAL DESCRIPTION:** Legal description must be included on the Building Permit or and attached sheet. The description must be complete including the Subdivision, block, lot(s) and description of portion of lot if the lot has been split. If the property is not plated then a metes and bounds description must be included. This information can be found on your deed or abstract or you may contact the Grady County Assessors Office for assistance.
- ❑ **COST:** Approximate cost of the construction, including labor and materials shall be included on the Building Permit.
- ❑ **CONTRACTORS:** A list of all the Contractors to be used on the project, including building, electrical, plumbing and mechanical contractors. The Owner of the property may list himself as the contractor if the work is to be completed on or will become his primary residence.
- ❑ **FLOOR PLAN:** A drawing showing the layout of the room or rooms, which will include dimensions, use of each room along with electrical, plumbing and mechanical locations. The plan shall drawn on paper no smaller than 11 X 17 inch paper and shall be drawn to scale. If scaled drawings are not provided then a drawing showing all measurements, including all window and door openings as well as ceiling heights and all other measurements needed to determine the size and location of all details. If sufficient measurements are not provided the application will be rejected.
- ❑ **NUMBER OF PLANS:** On residential construction two (2) complete sets of plans shall be submitted. One (1) set will be returned to you with your permit. On commercial construction three (3) sets of plans shall be submitted, one (1) set will be returned with your permit. The plans must be legible and all distances must be accurate.