

APPLICANT INFORMATION

**FEE: \$100.00**

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

PROJECT INFORMATION

Type of Project: (check one)     Structure Demolition     Interior Demolition     Exterior Demolition (trees, non-permanent (gravel, sand) drives  
 Project Address: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block \_\_\_\_\_ : Zoned: \_\_\_\_\_  
 Type of Structure (e.g., House Barn, Shed, or Interior): \_\_\_\_\_  
 Project Cost: \$ \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Square Footage: \_\_\_\_\_

FOR INTERIOR DEMO ONLY

Do you need Utility Service?     Yes     No

FOR STRUCTURE DEMOLITION ONLY - **NO BURNING WITHOUT "BURN PERMIT"**

OG&E    Remove Electric Meter?     Yes     No    Remove Water Meter?     Yes     No

Date of ONG Release: \_\_\_\_\_ Date of DEQ Release: \_\_\_\_\_  
 → Commercial Required & Residential, if applicable

PLAN REVIEW REQUIREMENTS

- Interior Demolition applications must include two (2) complete sets of plans drawn to scale.
- Structure Demolition applications must include three (3) complete sets of plans drawn to scale.
- Applications submitted without proper documents will delay the application and plan review process.
- Below is a checklist of required documents that must be submitted to consider an application complete. Upon submittal of a complete application, the plan review process take approximately 5 to 7 working days for residential and 10 - 14 working days for commercial.

<u>PLAN REVIEW CHECKLISTS</u>	<u>Demo Plan</u>	<u>Site Plan</u>	<u>Deed</u>	<u>ONG Release</u>	<u>DEQ Release</u>	<u>OG&amp;E Release</u>	<u>Scope of Work</u>	<u>General Liability</u>
<b>→ INTERIOR DEMOLITION</b>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A
<b>→ STRUCTURE DEMOLITION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Receipt No. _____	Date Paid _____
Amount Paid: \$ _____	Staff Init: _____

