



CITY OF CHEROKEE
112 N. GRAND AVE, CHEROKEE, OK 73728
P (580) 596-3052 | F (580) 596-2878

BUILDING PERMIT GUIDELINES

Failure to provide all of the following information will delay your building permit and be cause for the permit application 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 building 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 details including size, floor detail, ceiling and roof construction. Details shall include the size of the floor/ceiling joist, 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 an attached sheet. The description must be complete including the subdivision, block, lot(s) and description of the portion of the lot if it has been split. If the property is not platted, then metes and bounds description must be included. This information can be found on your deed or abstract, or you may contact the Alfalfa County Assessor's 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/herself as the contractor if the work is to be completed on or will become his or her 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 be drawn on paper no smaller than 11 x 8" 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, and one (1) set will be returned with your permit. The plans must be legible, and all distances must be accurate.

City of Cherokee
Building Permit Application

Project Address: _____

Property Owner

Last Name: _____ First Name: _____ MI: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contractor/Applicant

Last Name: _____ First Name: _____ MI: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Existing Use of Land/Building: _____

Proposed Use of Land/Building: _____

Number of Units: _____ Number of Stories: _____ Overall Height: _____

Square Footage: _____ Estimated Cost: _____

Permit Information	(Please circle only one. If more than one applies, list in remarks below.)			
	New Construction	Remodel	Fire Restoration	Foundation Only
	Add On	Move-On	Install	Demolish/Remove
Service Information	Water Supply	HVAC/Size (Tons/BTU)	Sewer Type	Electric Service/Size (Amps)
	<input type="checkbox"/> Well	<input type="checkbox"/> Electric _____	<input type="checkbox"/> Septic System	<input type="checkbox"/> Above Ground _____
	<input type="checkbox"/> City	<input type="checkbox"/> Gas _____	<input type="checkbox"/> City	<input type="checkbox"/> Underground _____
	<input type="checkbox"/> Other	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other	<input type="checkbox"/> Other _____

Applicant Remarks

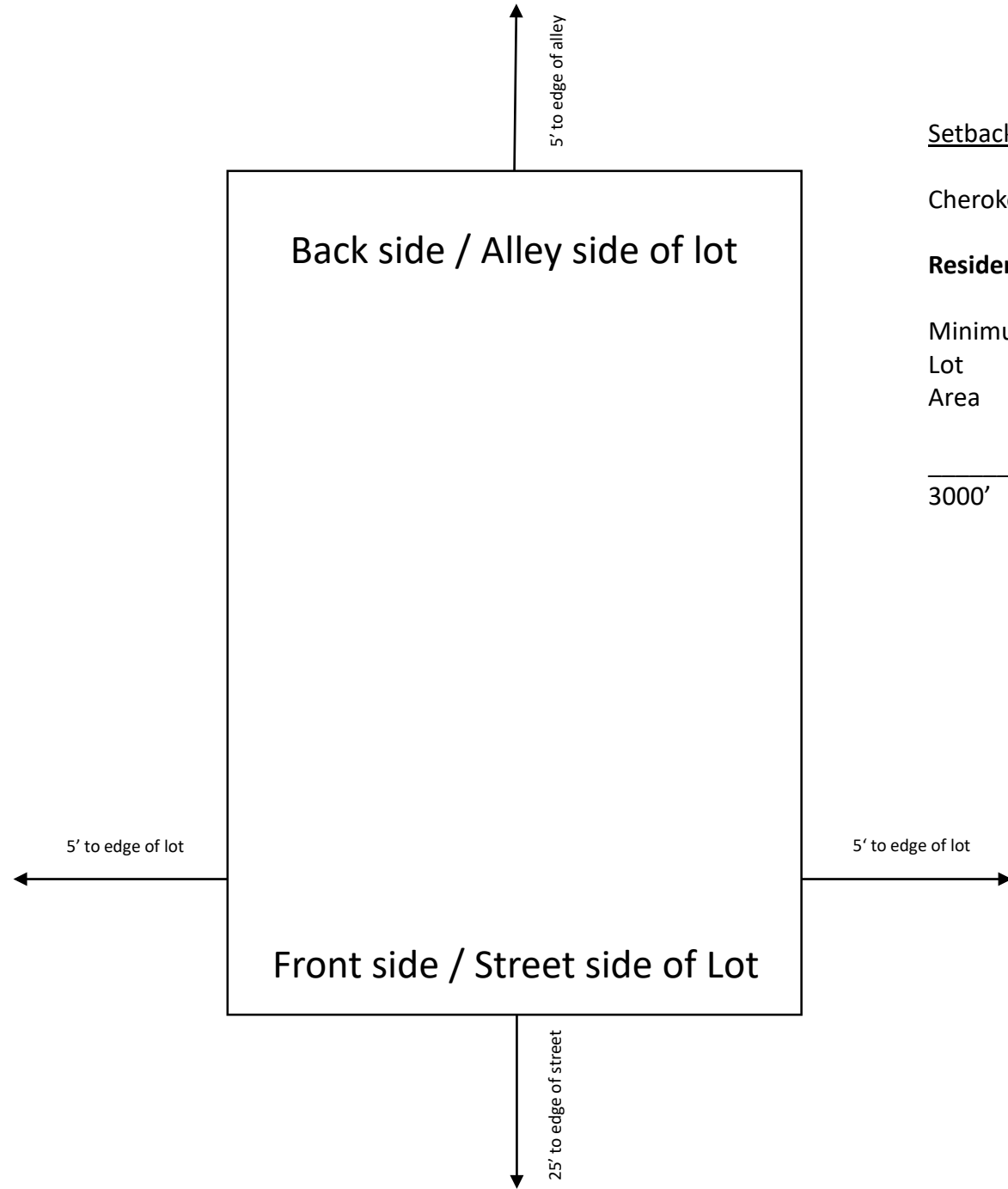
Check here to have occupancy certificate mailed to contractor/applicant

I hereby certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Cherokee and that all electrical, plumbing, head & air, fence, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered with the City of Cherokee

Date

Print Name

Signature



Setback Requirements

Cherokee Municipal Code, Section 12-263

Residential:

Minimum Lot Area	Minimum Lot Frontage	Maximum % Coverage	Maximum Height	Minimum Front Yard Setback	Minimum Side Yard Setback	Minimum Rear Yard Setback
3000'	25'	60%	35'	25'	5'	5'