



The City of
MIDWEST CITY
 COMMUNITY DEVELOPMENT DEPARTMENT

Submittal Requirements Check List

- I. Application**
1. Address/Legal Description of property.....
 2. Owner/Contractor Information.....
 3. Type of Permit (New, remodel, add-on, etc.).....
 4. Specific Proposed and Existing Uses.....
 5. Estimated Cost and Square Feet.....
 6. Contact person(s) including phone numbers and email addresses.....
- II. Plan Requirements (4 complete sets required, drawn to scale on a minimum of 18x24” paper. May also submit a digital set of plans to commdev@midwestcityok.org in addition to the 4 required paper copies)**
1. Floor Plan:
 - A. Show all existing and proposed walls, door swings and windows and their sizes. _____
 - B. Total area or dimensions in feet, of all areas
 - C. Label use of all rooms, show stair details if applicable.....
 - D. Show accessible features including ramps and restrooms.....
 - E. Show seating and/or equipment arrangements if applicable.....
 - F. Mechanical plans (including vent hood and grease trap when applicable).....
 - G. Electrical plans.....
 2. Site Plan (North arrow required):
 - A. Location and dimension, in feet, of all property lines, right-of-way lines and public and private easements.....
 - B. Location and dimension, in feet, of all structures (main and accessory), drives, parking (including handicap), screening and lighting.....
 - C. Location of all existing and proposed fire hydrants.....
 - D. Screening materials and location.....
 - E. Existing site survey with contours.....
 - F. One foot proposed contours with drainage arrows and spot elevations.....
 3. Landscape Plan (Required for new building or enlargement of existing building with additional parking installed):
 - A. Location of existing property lines and right-of-way lines drawn to scale.....
 - B. Location of existing and proposed buildings and parking spaces.....
 - C. Location, size, type and quantity of proposed plant materials.....
 - D. Percentage of open space and percentage of building/impervious coverage.....
 4. Footing and Foundation Plan.....
 5. Wall Sections: Show wall section details that include composition of walls and any fire walls or fire rated assemblies and exterior and interior finish materials.....
 6. Exterior Elevation
 - A. Include total percentage of each material used (80% masonry materials are required for non-residential structures. EIFS is not an approved masonry material).....
 7. Structural Plans: Structural plans showing the essential building framework and the methods of connection of structural framing members
 8. Public improvements must be submitted under separate cover with MWC title sheets _____
 9. Drainage report detailing any public and private drainage improvements proposed... _____

III. Fire Department Requirements (for questions, contact Duane Helmberger at dhelmberger@midwestcityok.org)

1. Fire alarm, hood suppression and sprinkler plans must be submitted to the Midwest City Fire Department. Review guide and standard fire department details can be found on the Fire Department page of the City website, www.midwestcityok.org
2. Permit fee of \$50.00 plus \$4.00 for state fee and \$.02 per square foot of the structure shall be charged for all new construction Fire Alarm and Fire Sprinkler permits.....
3. Documentation box shall be required on all Fire Alarm plan reviews.....
4. Sprinkler systems are required on all new construction exceeding 30,000 sq. ft.....
5. A minimum of 5 psi safety factor is required on all new sprinkler system installations.....
6. All sprinkler systems in the City shall be monitored off-site, 24 hours a day by a monitoring company so designed to receive such signals.....

IV. Stormwater Quality Permit Requirements (for questions, contact Robert Bettes at rbettes@midwestcityok.org)

1. All new construction is required to submit an application for a Land Disturbing and Construction Stormwater Discharge permit, except single family residences that will disturb less than an acre.
2. Required Documents:
 - A. Erosion and sediment control plan.....
 - B. Map showing present and proposed contours, present and proposed drainage structures _____
 - C. Stormwater Pollution Prevention Plan if over an acre is to be disturbed.....
 - D. Copy of 2017 OKR10 NOI, if over an acre is to be disturbed.....
3. Land Disturbing permit required for areas under an acre where no construction is planned _____
4. Land Disturbing permit required for all residential or commercial demolitions, unless new construction will occur within 14 days. Erosion and sediment control plan also required _____

V. Additional requirements for restaurant uses

1. One set of plans must be submitted to the Oklahoma City County Health Department. For questions, contact Elaine Winterink at Elaine_Winterink@occhd.org

VI. Site Inspection

1. Prior to issuance of a building permit for new construction, a site inspection with Community Development staff is required.....