

Development Process for Starting or Relocating Your Business into an Existing Building

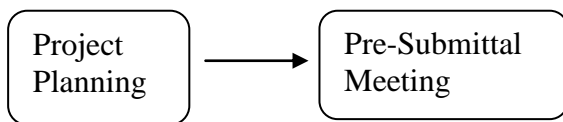


This information packet has been prepared by the Community
Services Department of the City of Lawton.

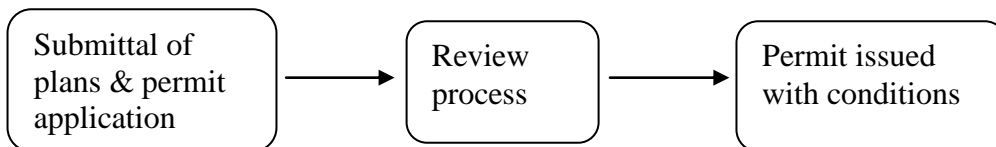
At the City of Lawton, we believe that our local businesses are the heart and soul of our community, and that our job is to help you through the permitting process which sometimes can be very difficult and confusing. This handout contains the steps of the permitting process, a section on typically asked questions and answers, and several appendices that provide some of the more specific requirements. It is intended for those folks that are planning to start or move their business into an existing building and will try to introduce you to the permitting process and help you better anticipate and understand the possible requirements for your proposed project.

For clarity, the building development process has been divided into the following steps:

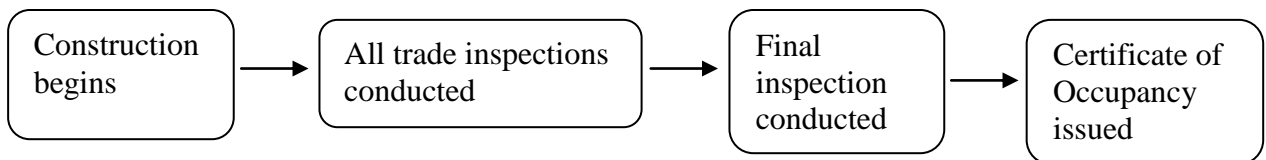
Step 1: Project Planning & Pre-Submittal Meeting



Step 2: Obtaining the Building Permit



Step 3: Construction Phase



Step 1 – Project Planning and Pre-Submittal Meeting

- Once you have an idea of the kind of improvements and changes you will be making to the proposed building, we recommend that you contact the License & Permits Division and speak with the Commercial Plans Examiner (see Appendix A for a complete contact list).
- They will ask you a few questions to determine if your modifications will require a building permit. Unfortunately, most buildings need more work than can be performed without a building permit, so the answer is often “yes”.
- Also, if your business differs from what the existing building was last permitted for, a permit is sometimes required even if you do not intend to build or change anything. This is called a “change of use”. The various use classifications listed within the Existing Building Code are provided in Appendix B. Your use classification will determine the minimum life and fire safety requirements for your building.
- Determining the code requirements for existing buildings is not a simple task. Not only does the Existing Building Code include several methods for determining these

requirements, but there are two additional factors that can have a large impact on the cost of compliance. It is important to note that both of these factors require pre-approval of the Code Official:

- If there is a change of use (without significant building alterations) and the new use is not more hazardous based on life and fire risk than the previous/existing use, the building may not require full compliance with the Existing Building Code. There is a relative hazard table that is provided in Appendix C of this handout, which will be used by the Code Official as a guide in making this determination.
 - If an existing building is undergoing alterations that do not include more than a limited structural alteration, the building may be allowed to follow the codes in existence at the time the building or the affected portion of the building was built.
 - Please note that neither of these will apply if the building is being significantly altered, or if the building was constructed or modified without first obtaining the required building permits or if the previous/existing use was not permitted by the City.
- If a building permit is required, the Commercial Plans Examiner can schedule a pre-submittal meeting with the various divisions within the City of Lawton that will review and have input on your building permit application. If you already have a licensed contractor that will be doing the work, it is best to bring them with you to the meeting. A pre-submittal meeting is not a requirement, but we highly recommend it to get your project started off on the right foot.
 - At the meeting, representatives from the Planning Division, the Fire Marshal's Office, the Stormwater Division, Public Works and a Commercial Plans Examiner will sit down with you (and/or your contractor) and go over your plans for the existing building and the type of business you will be doing there. They will then be able to give you an idea of the minimum life and fire safety requirements specific to the location that you have chosen and your type of business.
 - Some businesses will also require a city business license (see Appendix D). After the pre-submittal meeting has been conducted, it will be time to move on to the next step in the process: obtaining a building permit.

Step 2 – Obtaining a Building Permit

- After the pre-submittal meeting, you will have a pretty good idea of the general requirements for your project.
- It will be up to you to submit an application for a building permit by turning in your building plans, a completed application and checklist, and also payment of the permit review fee (see Appendix E for fee schedule).
- The building plans that must be prepared and submitted for review will vary based on the amount and type of modifications you are planning for the existing building. At a minimum your plans must include a site plan showing the parking layout, an existing floor plan, a proposed layout with rooms labeled for their use, exit and emergency lights placement, and any changes to electrical, plumbing and mechanical systems.

- After the submittal, the Commercial Plans Examiner will notify the divisions that need to review the project and complete the permit review process.
- If any additional information is required, you will be notified by phone or in writing what additional information is needed. If no additional information is required, the permit will be reviewed and if possible made ready to be issued. The permit for most remodel projects can be issued after only one review by City staff, with any required changes or additional work noted as conditions on the issued permit. Sometimes, when the submitted plans are incomplete or when the additional requirements are very extensive, an additional submittal will be required.
- You will be contacted by staff with the remaining cost for the building permit to include inspection fees and a Certificate of Occupancy fee.
- Once the building permit is issued, work can then begin on the project, which will bring you to the third and final step in the process: construction.

Step 3 – Construction Phase

- Once the building permit has been issued, it will be up to the building contractor and the sub-contractors to request their required inspections (see Appendix F for a list of required inspections).
- There may be several inspections along the way, during the differing stages of the construction work. Once all of the work has been completed, the building contractor will request a building “final inspection”.
- If all the work has been completed properly and the building passes the final inspection, a Certificate of Occupancy (CO) can be issued and you can legally move into your location and open for business.
- If at the time of the building final inspection several construction issues are noted, a punch list will be generated with all the remaining work that needs to be addressed. If the items on the punch list are not considered significant life and/or fire safety concerns, it may be possible to request a Temporary Certificate of Occupancy (TCO) to allow you to legally move into the location and open for business while the punch list items are being completed.
- When all of the items on the punch list have been completed, the building contractor will request a new building **final** inspection and once cleared, a CO will be issued.

Please see the “typically asked questions” portion of the handout to find answers to some general questions about the process. The appendices attached to this handout, go into more detail about certain parts of the process. If you have any specific questions, please contact Doug Wellhouse with the License & Permits Division at (580) 581-3360.

Typically Asked Questions

1. Does my renovation work need a building permit?
 - a. Can I schedule a pre-development meeting to discuss my renovation?
 - b. What are the submittal requirements?
 - c. What is the cost of the building permit?
 - d. Do I need a contractor's license to pull my building permit?
 - e. What are some concerns for my renovation?
 - i. Building Code
 1. Adopted codes
 2. Existing building code
 3. Occupancy classifications
 4. Change of use
 5. Americans with Disabilities Act (ADA) requirements
 - ii. Fire Code Requirements
 1. Fire sprinkler, fire alarm, fire hydrant & fire walls
 2. Restaurant kitchen requirements
 - iii. Planning/Zoning Requirements
 1. Zoning of property
 2. Changing the zoning for my use
 3. Parking requirements
 4. Signage requirements
 5. Landscaping requirements
 6. Downtown Lawton Overlay District requirements
 - iv. Stormwater Requirements
 - v. Public Works Requirements
 1. Sewer/water service availability
 2. Replacing or repairing sewer/water line
 3. Sidewalk requirements
 4. Fire hydrant requirements
2. I have a building permit, what is my next step?
 - a. How long is my permit good for?
 - b. Checking the conditions listed on plans
 - c. Requesting the required inspections
 - d. Do I need a Temporary Certificate of Occupancy?
 - e. How do I get a final Certificate of Occupancy?
 - f. Do I need a business license for my occupancy?

Appendix A: Contact List

Appendix B: Occupancy Classifications

Appendix C: Relative Hazard Categories

Appendix D: City Business Licenses

Appendix E: Permit/Inspection Fee Schedule

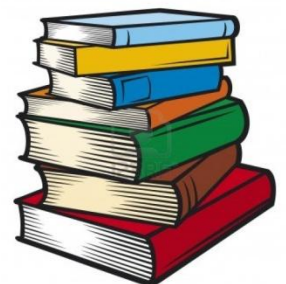
Appendix F: List of Inspections

Appendix G: Permit Time Span

1. Depending on the scope of work to be done and whether or not it's considered a change of use will depend if you need a building permit. An example of a change of use: a restaurant (assembly use) to a retail shop (mercantile use). Please contact the License & Permits Division and speak with the Commercial Plans Examiner. (See Appendix A for a contact list of the different divisions within the City).



- a. To schedule a pre-development meeting, call License and Permits Division and ask to speak to the Commercial Plans Examiner. The meeting will be attended by the different departments that will be doing the review on your project. This might include Planning, Fire Marshal, Stormwater and Public Works.
- b. City of Lawton has a checklist of plans that are required to be submitted to the License & Permits Division for permitting. The checklist can be found on the License & Permits website under available applications and handouts or by contacting the office. Generally plans that need to be submitted for most permits include the following: a floor plan, any change that alters exiting or any changes to trade systems such as electrical, mechanical and plumbing. Some special submittal requirements may include the following: a site plan of the property, if parking is required to be increased or architectural requirements for exterior finishes in specific areas of the City, like the downtown area. All it takes to get your questions answered is to call License & Permits Division or stop by their office.
- c. To look at the fee schedule for permitting costs: See Appendix E of this handout. If you need help understanding the fee schedule, feel free to contact the License & Permits Division. Most permit fees are based on the square footage of the area being worked in.
- d. A Contractor's License is required for all Commercial building permits per Lawton City Code Section 6-6-1-601. Lawton adopted codes call out the requirement as owner/agent for permitting; the agent is the contractor who would/should have a contractor's license. If the agent/contractor does not want to obtain the permit or does not have a contractor's license, then the responsibility falls to the owner. The Building Contractor's License is simple to get: fill out an application and pay \$100.00 (cash or check). By obtaining a Building Contractor's License, it is then your responsibility to make sure that all sub-contractors you hire to work on the project follow through on their requirements. The building elements, such as framing, drywall, foundation work, and other like items, that are part of the structural element of the building can be done under a City of Lawton Building Contractor's License. All electrical, plumbing and heating and air systems (mechanical) work has to be done by a state/city licensed contractor in each area.
- e. Concerns that may need to be addressed during the review process:
 - i. Building Code:
 - a. The following listed codes are currently adopted by the City of Lawton. Copies of each can be found in the reference section of the Lawton Public Library or in the City Clerk's office:
 - i. 2009 International Building Code (IBC)



- ii. 2009 International Residential Code (IRC)
 - iii. 2009 International Plumbing Code (IPC)
 - iv. 2009 International Mechanical Code (IMC)
 - v. 2009 International Existing Building Code (IEBC)
 - vi. 2009 International Fuel Gas Code (IFGC)
 - vii. 2011 National Electrical Code. (NEC)
 - viii. 2009 International Fire Code (IFC)
- b. The adopted code for the City of Lawton that covers existing buildings is the IEBC. This code has options that explain what is required for an existing building to be updated based on three possible methods of remodeling: “proscriptive”, “work area” and “performance”. The best way to determine which method would work for your project would be to hire someone who can walk you through the requirements for each and is familiar with this code.
- c. The IBC has ten different Use Group Classifications. Most have multiple uses within the group:
- i. For example: Assembly has five different uses:
 - a. A-1: Motion Picture Theaters, Symphony and Concert Halls, Television and Radio Studios that admit an audience.
 - b. A-2: Banquet Halls, Night Clubs, Restaurants, Tavern and Bars
 - c. A-3: Art Galleries, Bowling Alleys, Churches, Dance Hall no food or drinks, Libraries and most other uses that do not generally meet the requirements of other A uses.
 - d. A-4: Indoor Sports Events, Skating Rinks, Swimming Pools, Tennis Courts, Arenas
 - e. A-5: Outdoor Activities, Amusement Parks, Bleachers, Grand Stands, Stadiums
 - ii. To find out more about use classifications stop by or speak with the Commercial Plans Examiner or see Appendix B of this handout.
- d. A change of use is a change in the occupancy classification of how the space/building is being used; for example, going from a Business (office space) to a Mercantile (retail shop). This can also mean changing the classification within a category; for example, going from an A-2 (restaurant) to an A-3 (church). By code, any change in occupancy classification, removing or installing a wall or extending any plumbing, electrical or heating and air systems will require a building permit.
- e. All business should have a level of accessibility for customers and/or employees with disabilities. For specific questions on the Americans with Disabilities Act requirements, please contact a Commercial Plans Examiner with the License & Permits Division.
- ii. Fire Code
- a. Please call and speak with the Commercial Plans Examiner or a Fire Marshal to discuss the possibility of needing to install a fire sprinkler system, a fire alarm system, a fire hydrant or fire walls.

- b. There are specialized requirements that must be met if the new use is a restaurant in regards to the kitchen cooking equipment. Please call and speak with a Commercial Plans Examiner to schedule a pre-submittal meeting to discuss these requirements.
- iii. Planning/Zoning Requirements
 - a. Different pieces of property have different zoning district regulations. The different zoning districts are how the city regulates locations for certain businesses. The official zoning district maps are kept by the Planning Division. To check on a certain piece of property to see if it is properly zoned for your intended use, contact the Planning Division. For more information on what type of business can go in each zoning district, you can go to www.lawtonok.gov, the official City of Lawton website, scroll down to city codes, click on the button and then on the next page, click on city codes again which will take you to Muni-code. Once there you can access the entire adopted city codes. The Lawton zoning regulations are located in Chapter 18.
 - b. The requirements for re-zoning are outlined in Section 18-1-1-114 Rezoning and Amendments Procedures of the Lawton City Code. If, after reading this section, you still have questions, please contact the Planning Division.
 - c. The parking requirements are located in Chapter 18 of the City of Lawton Codes. Section 18-8-1-805 provides a table based on use groups that tell you how to calculate the parking requirements for your use. If you have questions, contact the Planning Division.
 - d. Signage is based on the following categories: off-premise signs and on-premise signs. For a complete list of sign types and their regulations, go to Lawton City Codes to Chapter 18, Article 18-9-1. If you have any further questions, you can talk to a Commercial Plans Examiner.
 - e. Installation of landscaping will be required for any expansion of building or parking area in an existing building per Lawton City Code Section 6-1-5-186. If you have any questions regarding installation of landscaping, please call the Planning Division.
 - f. If you are located in the Downtown Lawton Overlay District there may be additional requirements for the exterior and the façade of your building. Please contact the Planning Division to find out if the building that you are looking at is in this area and what the requirements are.
- iv. Stormwater Regulations are only required if there is exterior work being done and can be found in the Lawton City Code, Chapter 19A.
- v. Public Works:
 - a. Sewer/water lines on the property are generally private lines and can be repaired/replaced/enlarged by a licensed plumber. Private lines that are repaired/replaced/enlarged generally require an inspection to be requested by the licensed plumber by calling the Inspection line. Lines outside of the property lines are normally



considered public lines and require plans and approval from different agencies in most cases. If there are certain issues that you have offsite, then it is recommended that you contact the Field Utilities Department and speak to the Development & Construction Engineer.

- b. If there is no addition to the building, there is no requirement for a sidewalk to be installed. If an addition is contemplated, the size of the addition versus the size of the existing building is then computed to determine the amount of sidewalk(s) that is/are required to be installed. See Lawton City Code Section 6-1-5-185.
- c. Fire Hydrants that are to be installed by the property owner/contractor are required to meet several requirements: the type of hydrant, location, water line feed size and others. Details on hydrant requirements can be found in City of Lawton construction standards which are located in the Engineering Division's web page under city standards. For more information on the standards, you can go to www.lawtonok.gov, click Departments, scroll down to click Engineering; the link to the city standards is located on the top of the page.



- 2. What happens next:
 - a. Permits vary in length depending on type. Please see Appendix G of this handout for the different time frames.
 - b. Building permits may have redlined comments on the approved set of plans, along with a building permit review summary, and a plan review record. These will list the conditions of approval that will have to be completed during the construction phase of the building permit and also the code sections where these requirements can be found.
 - c. The licensed electrical, mechanical and plumbing contractors are required to request their inspections for the work that they have done. All inspections can be requested by calling the Inspection line and leaving the required information on the answering machine. There are several intermediate inspections that have to be passed prior to the final inspections. Not every permit will require every inspection depending on the scope of work being done (see Appendix F for a general list of inspections). Once all of the required trade final inspections have been conducted, a building final inspection will need to be requested by the general contractor that obtained the building permit. The building inspector will contact the Fire Marshal's office and schedule a time for the building final inspection. He will then call you back and let you know what day and time the inspection will be conducted. If you have any questions about inspections, please call the Inspection Services Division and ask to speak to an inspector.
 - d. If during the final inspections, there are items still remaining that are not life or fire safety required items, a Temporary Certificate of Occupancy (TCO) can be requested and obtained. A punch list will be given to you at the time of the inspection as well as being included on the TCO. In order to request a TCO, a letter of request will

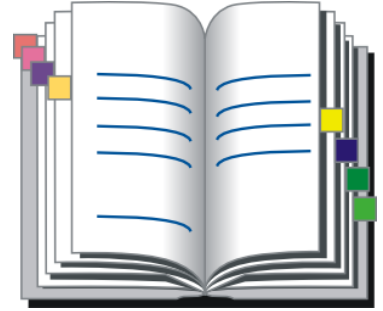


- need to be submitted listing the conditions that are still left to be done along with the \$100.00 fee to the License & Permits Division. The TCO is good for a period of 30 days. If, at the end of that period, all of the conditions have not been completed, a 30 day extension may be requested with a letter and a \$50.00 fee.
- e. If all of the requirements for the building permit have been completed at the time of the final inspection, a full Certificate of Occupancy (CO) will be issued. If a TCO has been issued, once all of the conditions have been completed, a CO will be issued. Once the TCO or CO has been issued by the City of Lawton, it will be possible for your business to move in and begin operating.
 - f. All of the licensing requirements are covered in Lawton City Code in the following chapters: Chapter 4 for when alcohol is involved, Chapter 7 for general business licenses such as daycares, auctioneers, taxicabs, and others and Chapter 12 for food service establishments. (See Appendix D).



Appendix A- Contact List

Planning Division (580) 581-3375
212 SW 9th St, Lawton, OK 73501
Richard Rogalski- Planning Director, Community Services Director
Debbie Dollarhite- Senior Planner
Cindy Augustine- Planning & Subdivision Administrator
Charlotte Brown – Planning & Subdivision Administrator
Paul Martin- Planning Technician



License & Permits Division/Inspection Services (580) 581-3360/3361/3365
212 SW 9th St, Lawton, OK 73501
Doug Wellhouse- Code Plans Supervisor/Commercial Plans Examiner
Rowan Dunnaway- Residential Plans Examiner
Jimmy Crow- Chief Inspector/Electrical Inspector/ Building Inspector

Inspection Line (580) 581-3362 (answering machine)

Stormwater/Floodplain (580) 581-3360
212 SW 9th St, Lawton, OK 73501
Mike Hawkins- Engineering Associate

Public Works (SSTD/Engineering) (580) 581-3405
2100 SW 6th St (Located in the City Yard on SW 6th Street), Lawton, OK 73501
Rusty Whisenhunt- Director of Field Utilities

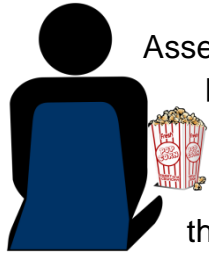
Fire Marshal's Office (580) 581-3299
1701 SW Lee Blvd, Lawton, OK 73501
Mark Mitchell- Fire Marshal
Michael Wright- Deputy Fire Marshal

Official City of Lawton Website can be found at: www.lawtonok.gov

Appendix B- Occupancy Classifications

1. **Assembly Group A:** Used for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation

A-1:



Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including, but not limited to, the following: motion picture theaters, symphony and concert halls, television and radio studios admitting an audience, theaters

A-2: Assembly uses intended for food and/or drink consumption including, but not limited to, the following:

banquet halls, night clubs, restaurants, taverns and bars

A-3: Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to, the following:

amusement arcades, art galleries, bowling alleys, community halls, courtrooms, dance halls (not including food or drink consumption), exhibition halls, funeral parlors, gymnasiums (without spectator seating), Indoor swimming pools (without spectator seating), Indoor tennis courts (without spectator seating), lecture halls, libraries, museums, places of religious worship, pool and billiard parlors, waiting areas in transportation terminals

A-4: Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to, the following:

arenas, skating rinks, swimming pools, tennis courts

A-5: Assembly uses intended for participation in or viewing outdoor activities including, but not limited to, the following:

amusement park structures, bleachers, grandstands, stadiums

2. **Business Group B:** Includes the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Uses include, but not limited to, the following:

airport traffic control towers, ambulatory health care facilities, animal hospitals, kennels and pounds, banks, car wash, civic administration, clinic-outpatient, dry cleaning and laundries: pick-up and delivery stations and self service, educational occupancies for students above the 12th grade, electronic data processing, laboratories: testing and research, motor vehicle showrooms, post offices, print shops, professional services (architects, attorneys, dentists, physicians, engineers, etc.), radio and television stations, telephone exchanges, training and skill development not within a school or academic program

3. **Educational Group E:** Includes the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. The use a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 2 ½ years of age.



4. **Factory Group F:** Includes the use of a building or structure, or a portion thereof, for

assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operation that are not classified as a Group H hazardous or Group S storage occupancy.

F-1: Factory Industrial F-1 Moderate-hazard Uses which are not classified as Factory Industrial F-2 Low-hazard shall be classified as an F-1, which includes, but is not limited to, the following:



aircraft (manufacturing, not to include repair), appliances, athletic equipment, automobiles and other motor vehicles, bakeries, beverages: over 16-percent alcohol content, bicycles, boats, brooms or brushes, business machines, cameras and photo equipment, canvas or similar fabric, carpets and rugs (includes cleaning), clothing, construction and agricultural machinery, disinfectants, dry cleaning and dyeing, electric generation plants, electronics, engines (including rebuilding), food processing, furniture, hemp products, jute products, laundries, leather products, machinery, metals, millwork (sash and door), motion pictures and television filming (without spectators), musical instruments, optical goods, paper mills or products, photographic film, plastic products, printing or publishing, recreational vehicles, refuse incineration, shoes, soaps and detergents, textiles, tobacco, trailers, upholstering, wood: distillation, woodworking (cabinets)

F-2: Factory Industrial F-2 Low-hazard occupancies include the fabrication or manufacturing of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard and shall include, but not be limited to, the following:

beverages: up to and including 16-percent alcohol content, brick and masonry, ceramic products, foundries, glass products, ice, metal products (fabrication and assembly)

5. High-hazard Group H: Includes the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas complying with Section 414 of the IBC, based on the maximum allowable quantity limits for control areas set for in Tables 307.1(1) and 307.1(2) of the 2009 IBC.

H-1: Includes buildings or structures containing materials that pose a detonation hazard and shall include, but not be limited to, the following:

detonable pyrophoric materials, explosives (divisions 1.1-1.6), organic peroxides (unclassified detonable), oxidizers (Class 4), unstable (reactive) materials (Class 3 detonable and Class 4)



H-2: Includes buildings or structures containing materials that pose a deflagration hazard or a hazard from accelerated burning and shall include, but not be limited to, the following:

Class I, II or IIIA flammable or combustible liquids which are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 psi gauge; combustible ducts; cryogenic fluids, flammable; flammable gases; organic peroxides, Class I; oxidizers, Class 3, that are

used or stored in normally open containers or systems pressurized at more than 15 psi gauge; pyrophoric liquids, solids, and gases, non-detonable; unstable (reactive) materials, Class 3, non-detonable; water-reactive materials, Class 3.

H-3: Includes buildings and structures which contain materials that readily support combustion or that pose a physical hazard and shall include, but not be limited to, the following:

Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 psi gauge or less; combustible fibers, other than densely packed baled cotton; consumer fireworks, 1.4G (Class C, Common); cryogenic fluids, oxidizing; flammable solids; organic peroxides, Class II or III; oxidizers, Class 2; oxidizers, Class 3, that are used or stored in normally closed containers or systems pressurized at 15 psi gauge or less; oxidizing gases; unstable (reactive) materials, Class 2; water-reactive materials, Class 2

H-4: Includes buildings and structures which contain materials that are health hazards and shall include, but not be limited to, the following:
corrosives, highly toxic materials, toxic materials

H-5: Includes semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307.1(1) and 307.1(2) of the 2009 IBC.

6. Institutional Group I: Includes, among others, the use of a building or structure, or a portion thereof, in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which the liberty of the occupants is restricted.

I-1: Includes buildings, structures or parts thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff. Includes, but is not limited to, the following:



alcohol and drug centers, assisted living facilities, congregate care facilities, convalescent facilities, group homes, halfway houses, residential board and care facilities, social rehabilitation facilities

I-2: Includes buildings and structures used for medical, surgical, psychiatric, nursing or custodial care for persons who are not capable of self-preservation and shall include, but not be limited to, the following:

child care facilities, detoxification facilities, hospitals, mental hospitals, nursing homes

I-3: Includes buildings and structures that are inhabited by more than five persons who are under restraint or security and occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant's control. This includes, but is not limited to, the following:

correctional centers, detention centers, jails, prerelease centers, prisons, reformatories

I-4: Includes buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoptions, and in a place other than

the home of the person cared for. This shall include, but not be limited to, the following:

adult care facility, child care facility

7. Mercantile Group M: Includes, among others, the use of a building or structure, or portion thereof, for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public and shall include, but not be limited to, the following:



department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores, sales areas

8. Residential Group R: Includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I or when not regulated by the International Residential Code.

R-1: Includes residential occupancies containing sleeping units where the occupants are primarily transient in nature, including:

boarding houses (transient), hotels (transient), motels (transient)

R-2: Includes residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including:

apartment houses, boarding houses (non-transient), convents, dormitories, fraternities and sororities, hotels (non-transient), live/work units, monasteries, motels (non-transient), vacation timeshare properties



R-3: Includes occupancies where the occupants are primarily permanent in nature and not classified as an R-1, R-2, R-4 or I, including:

buildings that do not contain more than two dwelling units; adult care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours; child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours; congregate living facilities with 16 or fewer persons

R-4: Includes buildings arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff.

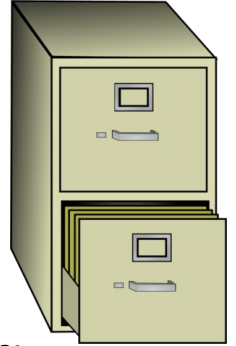
9. Storage Group S: Includes, among others, the use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy.

S-1 (Moderate –hazard storage): Includes buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following:

aerosols, Levels 2 & 3; aircraft hangar (storage & repair); bags: cloth, burlap & paper; bamboos & rattan; baskets; belting: canvas & leather; books & papers in rolls or packs; boots & shoes; buttons, including cloth covered, pearl or bone; cardboard & cardboard boxes; clothing, woolen wearing apparel; cordage; dry boat storage (indoor); furniture; furs; glues, mucilage, pastes & size; grains; horns & combs, other than celluloid; leather; linoleum; lumber; motor vehicle repair garages complying with the maximum allowable quantities of hazardous materials listed in Table 307.1(1) (2009 IBC); photo engravings; resilient flooring; silks; soaps; sugar; tires, bulk storage of; tobacco, cigars, cigarettes & snuff; upholstery & mattresses; wax candles

S-2 (Low-hazard storage): Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping and shall include, but not be limited to, storage of the following:

Aircraft hangar; asbestos; beverages up to and including 16% alcohol in metal, glass or ceramic containers; cement in bags; chalk & crayons; dairy products in nonwaxed coated paper containers; dry cell batteries; electrical coils; electrical motors; empty cans; food products; foods in noncombustible containers; fresh fruits & vegetables in nonplastic trays or containers; frozen foods; glass; glass bottles, empty or filled with noncombustible liquids; gypsum board; inert pigments; ivory; meats; metal cabinets; metal desks with plastic tops and trim; metal parts; metals; mirrors; oil-filled & other types of distribution transformers; parking garages, open or enclosed; porcelain & pottery; stoves, talc & soapstone; washers & dryers



10. Utility & Miscellaneous Group U: Includes buildings of an accessory character and miscellaneous structures not classified in any specific occupancy and shall include, but not be limited to, the following:



Agricultural buildings; Aircraft hangars, accessory to a one- or two-family residence; Barns; Carports; Fences more than 6 feet high; Grain silos, accessory to a residential occupancy; Greenhouses; Livestock shelters; Private garages; Retaining walls; Sheds; Stables; Tanks; Towers

Appendix C- Relative Hazard Table

This table shall be used as an aid in the determination of whether a proposed change of use in an existing building is less hazardous based on life and fire risk, than the existing use. Within each Occupancy Group or Relative Hazard Category certain uses have characteristics that present a greater hazard based on life and fire risk than other uses within the same Occupancy Group or Relative Hazard Category. In such cases, the building official, after indentifying such characteristics, shall determine those code requirements that the building must be made to conform to, as necessary to appropriately mitigate said risk. The determination of the building official may be appealed to the Building Development Appeals Board.

Occupancy	Description
H	High-hazard Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas.
A-1	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures
A-2	Assembly uses intended for food and/or drink consumption
A-3	Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A
I-2	This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care for persons who are not capable of self-preservation.
I-3	This occupancy shall include buildings and structures that are inhabited by more than five persons who are under restraint or security. An I-3 facility is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupants' control
I-4	This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption and in a place other than the home of the person cared for. Places of worship during religious functions are not included.
I-1	This occupancy shall include buildings, structures or parts thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff.
R-1	Residential occupancies containing sleeping units where the occupants are primarily transient in nature
R-2	Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature
R-4	Residential occupancies shall include buildings arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants

Occupancy	Description
E	Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 21/2 years of age, shall be classified as Group E occupancy.
M	Mercantile Group M occupancy includes, among others, the use of a building or structure or a portion thereof, for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
F-1	Factory industrial uses which are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard
S-1	Buildings occupied for storage uses that are not classified as Group S-2.
A-4	Assembly uses intended for viewing of indoor sporting events and activities with spectator seating
A-5	Assembly uses intended for participation in or viewing outdoor activities
R-3	Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I.
B	Includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Also includes assembly uses with an occupant load less than 50 persons.
S-2	Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping.
F-2	Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard.
U	Utility and Miscellaneous Group U includes buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy.

Appendix D- City Business License Types

Adult Business, Sexually Oriented Business and Massage Establishments
Alarm Systems
Alcoholic Beverage Establishments
Ambulances
Auctioneers
Bed and Breakfast Establishments
Body Piercing and Tattooing
Childcare Facilities
Circuses, Carnival and Amusement Rides
Distress and Closing Out Sales
Donation Boxes and Recycling Bins
Dumping Sites
Food Service Establishments
Home Occupation
Indoor Shooting Ranges
Itinerant Vendors – Temporary Uses
Oil and Gas Regulations
Parade and Assemblies
Pawnbrokers
Pool and Billiards, Domino Tables
Recreation Centers and Amusement Devices
Refuse Hauling License
Residential Sales
Secondhand Dealers
Sign Contractors
Taxicabs
Wrecker and Towing Services



**The above list is not a complete list of all business licenses regulated by the City of Lawton. If you have any questions about any specific business, please call the License & Permits Division at (580) 581-3360. **



Appendix E- Permit Fee Schedule
(Effective Date: October 1, 2013)

General Fees	
Permit Deposit due at time of permit application submittal, (Will be deducted from total permit cost). Non-refundable once the permit review has begun.	50% of permit cost, min \$25.00, max \$5000.00
Late permit fee (project started prior to obtaining permit)	2 X Permit Fee
Permit extension	\$25.00
Permit/inspection state fee per 59 O.S. 1000.25	\$4.00 per trade
Permit/inspection admin fee per 59 O.S. 1000.25	\$0.50 per trade
General Commercial Fees (Excludes Multi-Family Dwellings over 2 units/Apartments/Hotels and Institution/Assembly-Food and/or Drink Consumption):	
New construction or addition of new square footage:	
Building permit fee: Rate = \$0.25 - (0.000001 × SF) or \$0.125, whichever is greater	Rate × SF, minimum 50.00
Inspection fee: (Includes building, electrical, plumbing, mechanical, fire and landscaping, but excludes re-inspections) Rate= \$0.20-(0.000001 X SF) or \$0.10, whichever is greater	Rate × SF, minimum 540.00
Institution/Assembly-Food and/or Drink Consumption Fees:	
New construction or addition of new square footage:	
Building permit fee: Rate = \$0.35 - (0.000001 × SF) or \$0.175, whichever is greater	Rate × SF, minimum 20.00
Inspection fee: (Includes building, electrical, plumbing, mechanical, fire and landscaping, but excludes re-inspections): Rate = \$0.20 -(0.00001 × SF) or \$0.10, whichever is greater	Rate × SF, minimum 540.00
Remodel or alteration of existing square footage:	
Building permit fee: Rate = \$0.40 - (0.000001 × SF) or \$0.20, whichever is greater	Rate × SF, minimum 60.00
Inspection fee, per trade as required (Building, plumbing, mechanical, fire and/or electrical, excludes re-inspections and electrical service change)	0.04 per SF per trade as required, minimum 90.00 per trade

Other Permit Fees:	
Stocking/fixture permit fee	\$50.00
Permit fee, other improvements requiring a permit not categorized elsewhere	0.40% of project cost, minimum 25.00
Inspections for all permits listed in "Other Permits"	See "Inspections"
Certificate of Occupancy Fees:	
Temporary Certificate of Occupancy or Temporary Certificate of Completion fee, Commercial	\$100.00
Temporary Certificate of Occupancy or Temporary Certificate of Completion extension fee	\$50.00
Certificate of Occupancy or Certificate of Completion fee, per structure	\$50.00
Inspection Fees:	
Building or site inspection fee, per hour, minimum one hour (Assessed in 30 minute increments after first hour)	\$30.00
Landscape inspection fee, per hour, minimum one hour (Assessed in 30 minute increments after first hour)	\$30.00
Inspection fee outside city limits, per hour, minimum one hour	1.5 × Inside city limits inspection
Late charge on past due bills	15% of total due
Plumbing Inspection Fees:	
Minimum inspection fee, per hour, minimum one hour (assessed in 30 minute increments after first hour)	\$30.00
Re-inspection fee due to incomplete or incorrect installation, per hour, minimum one hour	\$30.00
Electrical Inspection Fees:	
Minimum inspection fee, per hour, minimum one hour (unless specifically included elsewhere; assessed in 30 minute increments after first hour)	\$30.00
Re-inspection fee due to incomplete or incorrect installation, per hour, minimum one hour	\$30.00
Other Inspections Relating to Alterations, Remodeling & Additions based on Power at Service Point	
Commercial service changes	\$100.00
Plus, for each additional 100 amps, or portion thereof, over 400 amps	\$30.00
No change in existing service, commercial	\$30.00

Mechanical Inspection Fees:	
Minimum inspection fee, per hour, minimum one hour (unless specifically included elsewhere; assessed in 30 minute increments after first hour)	\$30.00
Re-inspection fee due to incomplete or incorrect installation, per hour, minimum one hour	\$30.00
Contractor Registration Fees:	
Plumbing contractor, registration, initial	\$300.00
Plumbing contractor registration renewal, annual	\$50.00
Electrical contractor, registration initial	\$300.00
Electrical contractor, renewal, annual	\$50.00
Mechanical contractor, registration initial	\$300.00
Mechanical contractor, renewal, annual	\$50.00
Building Contractors Registration Fees, annual	\$100.00
Building Contractors Registration Renewal Fee	\$50.00

Appendix F: List of Inspections

Temporary Construction Pole
Electrical Service
Plumbing Rough-in
Foundation
Electric Rough-in
Plumbing Top-out
Mechanical Rough-in (Duct)
Mechanical Change-out
Appliance Only
Rooftop Units
Brick Only
Framing
Sewerline
Waterline
Gasline Pressure Test
Water Heater
Temporary Electric Final
Plumbing Final

Hood
Mechanical Final
Electrical Final
Building Final/Fire Marshal Final
Fire Riser
Pre-Pour on
Approach/Sidewalk/Curb & gutter
Final on Approach/Sidewalk/Curb &
Gutter
Bac-T/Chlorine Testing on New Fire
Hydrants
Pressure Testing on New Fire
Hydrants
Final on New Fire Hydrants
Landscaping
Alarm Acceptance Test
Hood Acceptance Test
Sprinkler Acceptance Test

This is not a complete listing of inspections. Your licensed sub-contractors will know what inspections they are required to have for each project. Not every inspection listed above will be required for every job. If you have any questions, please call Inspection Services and speak with the Chief Inspector at (580) 581-3360.

List of Inspectors

Jimmy Crow- Chief Inspector/ Electrical Inspector/Building Inspector
Kyle Stevens- Electrical Inspector
Bernie Nauman - Building Inspector
Sonny Grant- Mechanical Inspector
Ralph Maietta- Mechanical Inspector
Dudley Teeter- Plumbing Inspector
Ron Payette- Plumbing Inspector

The inspectors will be stopping by whenever an inspection is requested by the general contractor or the sub-contractor. They will be the ones to pass or reject an inspection, depending on if the work meets code. If you have any questions for the inspectors working on your project, please don't hesitate to call Inspection Services at (580) 581-3360. The best time to reach an inspector is between 8AM to 9AM and 4PM to 5PM.

Appendix G: Permit Time Span

1. New Construction Permits expire one year after they are issued.
2. Remodel/Renovation permits or Change of Use/Occupancy Classification
 - Regular remodel permits: expire 180 days after they are issued.
 - Properties that have been declared dangerous and dilapidated (D&D) by City Council: expire 30 days after they are issued. As long as progress has been made during the 30 days for a D&D permit, two additional 30 day permits can be issued per the City Council Resolution that is done at the time of declaration.
 - Fire Damaged Remodel/Renovation permits: expire 90 days after they are issued.
3. Demolition permits expire 30 days after they are issued.

If all of the required work is not completed by the time that the building permits expire, an extension of the building permit may be issued. Extensions will be issued for the same time frame as the original permit with the exception of the D&D remodel permits that have progressed past their 90 days allowed by resolution. It is in your best interest to apply and receive the extension prior to the expiration date of the current permit to avoid slowing down progress.

