

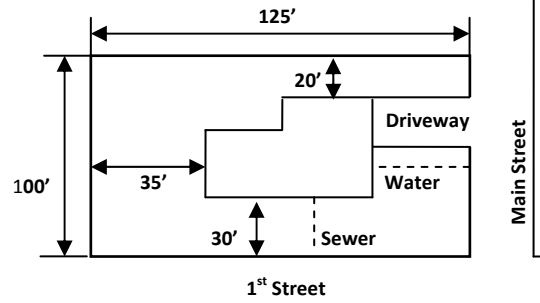
BUILDING ADDRESS:		
BUILDING CONTRACTOR:		PHONE:
LICENSED PLUMBING CONTRACTOR:	LICENSE NO.	PHONE:
LICENSED ELECTRICAL CONTRACTOR:	LICENSE NO.	PHONE:
LICENSED MECHANICAL CONTRACTOR:	LICENSE NO.	PHONE:
EARTH CHANGE CONTRACTOR:		PHONE:
LANDSCAPE CONTRACTOR:		PHONE:
CORE-PIER CONTRACTOR:		PHONE:
OTHER CONTRACTOR:		PHONE:

FOR CITY USE

REQUIRED INSPECTIONS	REMARKS	DATE	BY
Earth Change			
Footing Inspection			
Electrical Temp Pole			
Temp Pole Release Called to Utility			
Plumbing Rough			
Sewer Tap			
Slab			
Mechanical Duct Work			
Framing Rough Inspection			
Fire Stop Inspection			
Plumbing Top Out			
Gas Pressure Test			
Electrical Rough Inspection			
Mechanical Rough Inspection			
Electrical Temp to Building			
Release Called to Utility			
Temporary Gas Service			
Meter Release Called to Utility			
Final Building Inspection			
Final Plumbing Inspection			
Final Electrical Inspection			
Final Mechanical Inspection			
Final Earth Change			

INFORMATION NEEDED:

Draw to scale. Show the actual shape and dimensions of the subject property, the size and shape of existing structures, dimensions of proposed use, all other features of development capable of delineation. (See below for suggestions). If necessary to give the required detail, a separate drawing on a larger sheet may be attached to this application.



Include to Scale: Yard area, fencing, landscaping, berms for noise control, required parking area with spaces marked and surfacing noted, width and location of points of ingress and egress and driveways, size and location of signs.

Initials of Applicant: _____



CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

To: All Builders

From: Joe Robertson, Chief Building Inspector

Date: April 26, 2010

Re: **Pre-Erosion Control (PEC) Inspection**

The Federal Government has mandated that municipalities, such as Jenks, implement certain programs and procedures to regulate illicit runoff discharge into waters and streams, construction and post-construction runoff, and other matters including management of storm water runoff from all sources within the City of Jenks. Ordinance No. 1206 establishes procedures to regulate the introduction of pollutants to the City of Jenks' municipal separate storm sewer system and enables the City of Jenks to comply with Phase II regulations issued by EPA (64 FR 68722).

Beginning May 1st 2010, a New Inspection Procedure will be put into place. When a builder calls in for an inspection, there will be a PEC Inspection done prior to the inspection that was originally called in. Failure of the PEC inspection will result in a re-inspection fee and will halt continuance of the original inspection that was called for. Correction of the erosion control measures will need to be completed and payment of the re-inspection fee will be required before you will be allowed to re-call the original inspection.

There will be no exceptions in this regard, so please take time to verify that your erosion control devices are in place and installed correctly prior to calling an inspection.

Thank you for your cooperation in this matter.

Sincerely,

Joe Robertson
Chief Building Inspector
City of Jenks

NOTICE TO BUILDING PERMIT APPLICANTS

Set forth below is a non-exclusive list of state and local taxes and associated registration requirements to which building permit applicants may be subject:

Pursuant to the Sales and Use Tax Codes persons who perform any improvement to real property and who, as a necessary and incidental part of performing such improvement, incorporates tangible personal property belonging to or purchased by the person into the real property being improved is deemed to be a contractor. Contractors are the taxable consumer/user of all items of tangible personal property and taxable services used to complete the project.

SALES TAX - Unless otherwise exempt, contractors owe state and local sales tax, as applicable, on taxable purchases in Oklahoma of materials and equipment.

USE TAX - Unless exempt from the tax levy, contractors purchasing items for use, consumption, or storage in Oklahoma from retailers outside of Oklahoma are subject to Oklahoma use tax. **Contractors making purchases from outside Oklahoma, from a vendor that is not required to collect Oklahoma use tax, must accrue and remit Oklahoma state and any local use tax on the materials purchased. Contractors making purchases of tangible personal property outside the State of Oklahoma for their own use or consumption in Oklahoma must apply with the Oklahoma Tax Commission for an Oklahoma Use Tax Account to report and remit their use tax on a monthly basis. There is no fee for this account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at www.tax.ok.gov. A permit is not issued but a consumer use tax account will be issued applicant for tax reporting and remittance purposes.**

WITHHOLDING TAX - Businesses which employ or will employ one or more individuals in the State of Oklahoma are under a duty to deduct and withhold income tax from the wages paid each employee. The amount of tax to be withheld is determined in accordance with the table devised by the Tax Commission. **These businesses/employers must apply for a withholding tax account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at www.tax.ok.gov. A permit is not issued, but the employer will be issued an account using its FEIN for the purpose of reporting and remitting withholding tax.**

INCOME TAX - An income tax is imposed upon the "Oklahoma taxable income" of every resident or nonresident individual and upon every corporation doing business in Oklahoma or deriving income from sources within the State. 68 O.S. §2355.

AD VALOREM - Local ad valorem taxes may be applicable; check with the county assessor in the county in which the project is located.

ADDITIONAL REQUIREMENTS FOR NONRESIDENT CONTRACTORS

A NONRESIDENT CONTRACTOR is any contractor whose principal place or places of business are outside Oklahoma or a multi-state employer who does not maintain a permanent work force of three or more employees in Oklahoma. These individuals or companies must provide the following information before beginning a contractual project in Oklahoma:

1. A completed **Business Registration, Packet N** if an Oklahoma registration is not current.
2. A **Notice of Contract Award** to each of the following Agencies.
 - A. Oklahoma Tax Commission, Registration Section (405) 522-0377
 - B. Oklahoma Employment Security Commission (405) 557-7200
 - C. Oklahoma Department of Labor, Worker Compensation Division (405) 528-1500
 - D. The County Assessor Office of the county in which the work is to be done.
3. A **Notice of Contract Form BT175**
4. A **surety bond is required on contracts over \$100,000**. Provide a **Nonresident Contractor Surety Bond Form BT163** in the amount of three times the estimated tax liability to be incurred under your contract or ten (10%) of the amount of the contract. A worksheet to estimate the nonresident contractor tax liability may be obtained from the Taxpayer Assistance Division of the Oklahoma Tax Commission.
5. **Notice of Completion Form BT176** when contract is complete. The Surety may be canceled at the time of completion; however, it may not be released by the Oklahoma Tax Commission until one year **after** the mailing of the completion notice.

The referenced nonresident contractor forms are available telephonically at (405) 521-3160 or online at www.tax.ok.gov.