

BUILDING PERMIT REQUIREMENTS

SILT FENCING

1. Builders are required to have silt fencing established on construction sites within any area where drainage flow would allow stormwater to leave the property.
2. Silt fences will be established prior to approval of any footing inspection and are to be maintained throughout the construction process.
3. Concrete and delivery trucks should avoid disturbing the silt fencing and minimize tracking mud and debris into the roadway.
4. Sand, mud, and debris that enter the roadway are to be immediately cleaned up and placed back onto the construction site.

TRASH RECEPTACLES

There are numerous water features throughout the City of Jenks, many of which serve the dual purpose of stormwater detention. Trash and debris can cause these facilities to fail or function improperly. To ensure good housekeeping on construction sites, builders and contractors are required to:

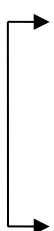
1. Maintain an on-site receptacle for depositing trash and debris. The receptacle is to be at a standard capable of restricting trash and debris from blowing onto adjacent properties.
2. Trash and debris is to be cleaned daily, contained on-site and disposed of in a waste receptacle to prevent wind or rain from carrying it off-site into a storm drain or waterway.

BUILDING INSPECTIONS

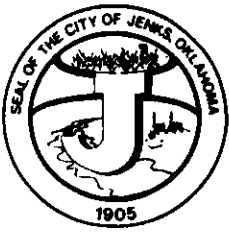
The following procedures are to be followed to ensure efficient and timely inspections on the construction project:

1. A copy of the permit and temporary address sign indicating the street number are to be posted in the front of the property near the street or road. These are to be clearly visible and maintained for the duration of the construction period.
2. All electrical, plumbing, and mechanical work are required to be done by licensed contractors registered with the City of Jenks.
3. Scheduling:
 - a. Inspections are scheduled by calling City Hall at 918.299.5883. Permit number and address of construction is to be provided when requesting all inspections.
 - b. Inspection requests taken until 5:00 p.m. will be performed the following day.
4. Inspections are required at the following stages of construction:
 - Footing After steel is in place, before concrete is poured.
 - Plumbing Rough All water and building drain lines must be inspected prior to pouring of concrete slab floor.
 - Mechanical Rough Ducts under slab must be inspected prior to pouring of concrete slab floor.
 - Slab, Vapor Barrier, Reinforced Steel or Post-Tension, Termite Inspection Before slab is poured.

The following four (4) inspection items are to be conducted at the same time; therefore, only one inspection appointment is needed.

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- Electrical Rough Electrical rough prior to insulation and sheetrock.
 - Plumbing Top Out Top out prior to insulation and sheetrock.
 - Mechanical Top Out Supply and return air ducts located in attic or other concealed spaces and bathroom exhaust fans vented to exterior of building prior to insulation and sheetrock.
 - Framing To be made after all of the following have been completed: roof, framing, fire blocking, bottom plates, anchor bolts or equivalent foundation anchorage, and energy seal.
 - Final To be made at completion of building and prior to occupancy.

FINAL INSPECTIONS WILL NOT BE DONE UNTIL WATER AND SEWER TAPS AND ALL OTHER FEES HAVE BEEN PAID.



CITY OF JENKS

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JENKS, OKLAHOMA 74037-2007

PHONE (918) 299-5883 • FAX (918) 299-4489

March 26, 2018

Pre-Erosion Control (PEC) Inspections

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 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).

When a builder calls in for an inspection, there will be a Pre-Erosion Control (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.

JENKS PROTECTIVE INSPECTIONS DEPARTMENT

Tanner Rush
Lead Building Inspector

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.