



**CITY OF NICHOLS HILLS, OKLAHOMA**  
**Application for Building Permit**

Staff use only  
Case # \_\_\_\_\_  
Date filed \_\_\_\_\_  
Fee receipt # \_\_\_\_\_

Completed applications and the required fees should be submitted to the Nichols Hills Public Works Department via email at [buildinginspections@nicholshills.net](mailto:buildinginspections@nicholshills.net).

Applicant is encouraged to review the provisions of the Nichols Hills City Code (“the Code”) applicable to building, including those in Chapter 8, *Buildings and Building Regulations*, and Chapter 50, *Zoning*.

Attach a separate sheet to provide complete answers if necessary.

Applicant’s name <sup>1</sup>: \_\_\_\_\_

\_\_\_\_\_

Primary contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

This is an application to: [check all that apply]

- Build a single-family or two-family dwelling
- Build a multifamily dwelling
- Build a commercial building, public building, or public or private institutional development
- Make an alteration (as defined in Sec. 50-3 of the Code) to an existing building
- Make an addition (as defined in Sec. 50-3 of the Code) to an existing building
- Re-roof an existing building
- Repair or replace service systems, including plumbing, electrical, and/or mechanical items in an existing building
- Erect a fence or a wall or repair or replace three or more panels of an existing fence
- Install a swimming pool
- Build or install a shelter or accessory structure
- Build a parking lot or change an existing parking lot
- Construct a change in drainage
- Other – Please explain: \_\_\_\_\_

Will an existing water meter be removed, replaced, upgraded or changed?  Yes  No

Address or descriptive location of proposed building project: \_\_\_\_\_

<sup>1</sup> If more than one applicant, attach a separate sheet with additional applicant information. If the applicant is not the owner(s) of the proposed project, provide the name and contact information for the owner(s) on a separate sheet and explain the applicant’s relationship to the owner(s).

Brief description of proposed building project: \_\_\_\_\_

Estimated cost of the proposed building project: \_\_\_\_\_

For construction of a building, number of stories, proposed height, and square footage of the building: \_\_\_\_\_

For construction, alterations of, additions to, and restoration of a building, provide description of any removal, replacement, upgrade or change in size to existing water meter(s): \_\_\_\_\_

General contractor's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

The following must be attached to this Application:

1. **Certificate of Approval.** If required by Sec. 50-341 of the Code, a Certificate of Approval from the Nichols Hills Building Commission.
2. **Subcontractors.** In addition to the general contractor, a list of all other contractors and subcontractors who may work on the proposed building project.
3. **Buildings and parking lots.** All applicable supporting information required by Sec. 50-188(c) of the Code.
4. **Fences and walls.** One set of plans showing the front yard, rear yard, and side yard length, height, and type of fence or wall and a depiction of it in relation to existing buildings and a site plan or survey. Fence height must comply with Sec. 8-248 of the Code.
5. **Swimming pools.** All supporting information required by Sec. 8-284 of the Code.

This Application will be considered officially submitted and filed only after it is examined by the Director of Public Works (or his designee) or the Public Works Clerk and found to have met the applicable requirements of the Code and those set out in this Application and after all City and State fees associated with the permit have been paid.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this \_\_\_ day of \_\_\_\_\_, 202\_.

Signature: \_\_\_\_\_

Print applicant's full legal name: \_\_\_\_\_

Print signatory party's title if applicant is a legal entity: \_\_\_\_\_