



## Commercial New Construction Permit / Plan Submittal Standards (2.0)

Commercial plans submitted for New Construction Permit application shall contain the information listed below. Failure to submit all required information will result in the plans and permit application being rejected as incomplete and not accepted.

Note: A Commercial New Construction Permit includes all building, mechanical, electrical, and plumbing. A separate Permit is required for signage.

### Application

- Completed Permit Application with cost estimate for the project included on the form.
- Submit a separate document with Application listing the names of all contractors, including Mechanical, Electrical and Plumbing Subcontractors. Note: All Mechanical, Electrical and Plumbing contractors are required to be licensed with the City of Ada.

### Plan Quantity

- Submittal of one (1) set of electronic plans and two (2) hard copy sets are required on all new commercial construction projects.
- Submittal of one (1) electronic set and two (2) hard copy sets are required after plans are approved.

### Site Plan

- Site Plan prepared by a surveyor drawn to scale that shows the legal description, north arrow, property lines, setback distance of structure from property line, square footage of proposed structure, proposed and existing access points, proposed parking spaces, drive aisles and widths, existing easements, floodplain/floodway (if applicable), existing and proposed sidewalks, drainage areas, and landscaped areas.
- A full set of civil plans are also required.

### Stamped Plans

Engineered and/or Stamped sets of building plans will be required according to the requirements of the Oklahoma Chapter of the American Institute of Architects, Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and the current International Building Codes.

The following information is required on all stamped sets of plans:

- Construction Type and Use of the Structure
- Occupancy Classification
- Occupancy Load
- Egress Plan
- Wind Speed
- Snow Load

- Live Load
- Dead Load
- Exposure
- Importance Factor
- Mechanical, Electrical and Plumbing Plans with job specific details.
- Fire Suppression and Fire Alarm plans should be submitted directly to the City of Ada Deputy Fire Chief. If you have questions, please contact Matt Turner, Deputy Fire Chief, at [at-matt.turner@adaok.com](mailto:at-matt.turner@adaok.com) or 580-436-6300 Ext. 294.

### **Non-Stamped Plans**

If a set of plans does not require an architect and/or engineer's stamp, the City of Ada Per Section A107 of the 2018 International Building Codes will require a non-stamped set of plans. The electrical, plumbing and mechanical contractors can provide the information required in Section A107. Please use a straight edge or curve for lines and include an explanation of what each line represents. Accompanying civil documents and a site plan will also be required.

The following information is required on all non-stamped full sets of plans:

- Construction Type and Use of Structure
- Occupancy Classification
- Occupancy Load
- Egress Plan
- Mechanical, Electrical and Plumbing Plans

### **Required Plans for Both Stamped and Non-Stamped Plans**

- Detailed Floor Plan to scale showing all rooms labeled by use, doors and swings, windows, existing walls, proposed walls, ramps, accessibility features, fixtures, restrooms, seating and equipment layout
- Foundation Plan
- Building Elevations
- Ceiling Joist Plan
- Rafter Layout Plan
- Framing Plan

### **Metal Structure Requirements**

- Stamped Engineered Foundation, Rafter, and Building Plans required for the following:
  - Structures over 1,000 square feet; or
  - Roof Truss plans exceeding 25 feet span; or
  - Use of Assembly (A), Institutional (I), or Educational (E)

### **City of Ada Adopted Building Codes**

- 2018 International Building Code (Appendices A, B, C, D, E, H, I, K, N)
- 2018 International Existing Building Code (Appendices A, B, and Resource A)
- 2023 National Electric Code (Appendices G, H)
- 2018 International Mechanical Code (Appendix A)
- 2018 International Fuel Gas Code (Appendices A, B, C)

- 2018 International Plumbing Code (Appendices C, E)
- 2018 International Fire Code (Appendices A, B, C, D, E, F, H, I, K, N)
- 2021 National Fire Protection Association's Life Safety Code 101

### **Additional Information**

- Project Review Team (PRT)  
Depending on the complexity of the project, a City of Ada Project Review Team (PRT) plan review may be necessary prior to permit issuance. If you have questions regarding PRT please contact Shelly Williams, P.E., Engineering Project Manager at [shelly.williams@adaok.com](mailto:shelly.williams@adaok.com) or 580-436-6300 Ext. 224.
- Subdivision, Zoning, & Signage Requirements  
If you have questions regarding zoning, setbacks, lot coverage, signage, etc. please contact Lexie Baker, Planning and Zoning Coordinator at [lexie.baker@adaok.com](mailto:lexie.baker@adaok.com) or 580-436-6300 Ext. 234
- Utility Tap Request  
If a new Utility Tap or meter set is needed, please contact Michael Wicker, City Engineer, at [michael.wicker@adaok.com](mailto:michael.wicker@adaok.com) or 580-436-6300 Ext. 255. The Application can also be found online at <https://adaok.com/Departments/Utilities/TapApplication/>.
- Curb Cut  
If a curb cut for drive / parking is required, please contact Alex Winton, Streets Superintendent, at [alex.winton@adaok.com](mailto:alex.winton@adaok.com) or 580-435-6300 Ext. 271.
- Airspace Permit  
If structure is taller than the surrounding structures or if you are utilizing a crane, please contact Bailey Kennemer, Airport Manager, at [Bailey.Kennemer@adaok.com](mailto:Bailey.Kennemer@adaok.com) or 580-436-6300 Ext. 281 to determine if an Airspace Permit is required.
- Contractor City of Ada Licensing  
To inquire about Plumbing, Electrical or Mechanical City of Ada contractor licensing, please contact Stephanie Nantz, Deputy City Clerk, at [stephanie.nantz@adaok.com](mailto:stephanie.nantz@adaok.com) or 580-436-6300 Ext. 223.