



## Commercial Remodel/Addition Checklist

Commercial plans submitted for Remodel 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 Remodel Construction Permit includes all building, mechanical, electrical, and plumbing. A separate Permit is required for signage.

Note: All Mechanical, Electrical and Plumbing contractors are required to be licensed with the City of Ada and OK Construction Industries Board.

### Application

- Completed Permit Application with cost estimate for the project included on the form.
- Scope of Project
- Detailed plans drawn to scale including: a floor plan, details of materials and construction methods including but not limited to load spans, size spacing and type of material used. connection details, type of fasteners, bracing detail, wall detail, etc. Sufficient detail needs to be provided. Load calculation sheet for beams (LVL's)

### Plan Quantity

- Submittal of one (1) set of electronic plans and two (2) hard copy sets are required on all remodel commercial construction projects if necessary. Submittal of one (1) electronic set and two (2) hard copy sets are required after plans are approved. (Required plan sets only).

### Site Plan (Only required if footprint of structure changes).

- 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.

### Stamped Plans

Engineered and/or stamped building plans must comply with the requirements of the Oklahoma Chapter of the American Institute of Architects, the 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 with Travel Distances out of building
- 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 [matt.turner@adaok.com](mailto: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 of the 2018 International Existing 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 may be 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 (if applicable)
- Building Elevations (if applicable)
- Ceiling Joist Plan (if applicable)
- Rafter Layout Plan (if applicable)
- Framing Plan (if applicable)

### **Metal Structure Requirements**

- Stamped Engineered Foundation, Rafter, and Building Plans required for the following:
  - Structures over 1,000 square feet; or
  - Roof Trusses exceeding 25-foot 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 (Annexes A, C, D, 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**

**Existing buildings are typically reviewed by the Fire Marshall and the Building Department.**

- 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.

## Commercial Remodel Construction Permit

- Signage & Zoning Requirements  
If you have questions regarding zoning, setbacks, lot coverage, signage, etc. please contact Lexie Baker, 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.