



Residential Remodel Permit / Plan Submittal Standards

Residential plans submitted for a Remodel 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 Residential Remodel Construction Permit includes all building, mechanical, electrical, and plumbing.

Application

- Completed Permit Application cost estimate for the project.
- 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.
- General Contractors shall submit Certificates of Insurance for General Liability (\$50,000.00 minimum) and Workers' Compensation insurance with the Permit Application. If Contractor is exempt from securing Workers' Compensation Insurance an Affidavit of Exempt Status from the Workers' Compensation Commission will be accepted.

Plan Quantity

- Electronic copy and/or one paper copy.

Plan Preparation

- Plans should be on normal paper sizes.
- Plans should be drawn to scale. Normal scaling is ¼" per foot for the building plan.
- Drawings may contain color.
- Permanent black ink must be used.
- Please do not submit copyrighted drawings for another address.
- Line quality and contrast must be easy to read and strong enough to scan. Photographs are not allowed.
- Dimensions and notes must be printed to match 12-point font minimum.

Floor Plan

Floor Plan of the area to be altered that shows and/or contains the following information:

- Show dimensions of rooms.
- Show old walls in dashed lines.
- Show new walls in heavy solid lines.
- Indicate location of load bearing walls or walls that might be load bearing.
- Label the use of each room or space (bedroom, bathroom, etc.).
- Show electrical (new and existing) and indicate size of existing electric service.
- Show plumbing (new and existing) and indicate size of existing water service line.
- If the project modifies or adds to the installation of mechanical equipment or exhaust fans, show the details of that equipment.

City of Ada Residential Remodel Permit / Plan Submittal Standards (Continued)

City of Ada Adopted Codes

- 2018 Internal Building Code (Appendices A, B, C, D, E, H, I, K, N)
- 2018 Internal Existing Building Code (Appendices A, B, and Resource A)
- 2023 National Electric Code (Annexes A, C, D, G, H, I)
- 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

- Zoning Requirements
If you have questions regarding zoning, setbacks, lot coverage, etc. please contact Community Development, at melissa.jones@adaok.com and staci.bungard@adaok.com or 580-436-6300.
- Utility Tap Request
If a new Utility Tap or meter set is needed, please contact Michael Wicker, City Engineer, at 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 driveway / parking is required, please contact Alex Winton, Streets Superintendent, at alex.winton@adaok.com or 580-435-6300 Ext. 271.
- Airspace Permit
If structure is more than one story, please contact Bailey Kennemer, Airport Manager at 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 or 580-436-6300 Ext. 223.