

**CITY OF SPENCER**  
**OFFICE OF CODE ENFORCEMENT**

PO Box 660/8200 NE 36<sup>th</sup> Street  
Spencer, Oklahoma 73084  
405-771-3226 phone 405-771-3228 fax

Email Code Enforcement Officer TaKisha Jacobs:

[takihsa.jacobs@cityofspencerok.gov](mailto:takihsa.jacobs@cityofspencerok.gov)

# City of Spencer Construction and Inspection Guidelines

April, 2021

## **Building Permit Guidelines:**

Welcome to the City of Spencer. Our Code Enforcement Officer/Building Inspector will be happy to assist you with any comments or questions you may have.

Our office number is 405-771-3226.

Please fill out the building permit application completely and accurately. Please allow two (2) full days for plan reviews and issuance of your building permit.

Homeowners may serve as the general contractor; however, all trade contractors including Electrical, Plumbing and Mechanical (Heat and Air) must be licensed with the City of Spencer. Each trade contractor must apply and purchase their own permits. Only Permit Holders may request inspections. The General Contractor must request inspections for footing and foundations and driveways.

Applicants requiring a private wastewater disposal system, (Septic tank) for a structure must provide a copy of the soil percolation test results approved by the Oklahoma Department of Environmental Quality when applying for a building permit. This percolation test will determine the required number of lateral feet for your septic tank system. A list of twenty-six (26) Soil Profilers approved by ODEQ to perform Percolation Tests in Oklahoma is attached.

### **Types of Inspections:**

**Footing/Foundation before covering or pouring concrete.**

**Driveway Approach, (Including Culverts) or Curb Cuts before covering.**

### **Plumbing:**

**Rough in Ground before covering.**

Water Service Line before covering.

Sewer Service Line/Tap before covering.

Septic Tank and Lateral Lines before covering.

Gas Line before covering.

Top Out Plumbing before covering with insulation or sheetrock.

Final Plumbing before occupancy.

**Electrical:**

Temporary Electrical Pole for construction site.

Electrical underground before covering.

Rough in Electrical before covering with insulation or sheetrock.

Electrical Meter Base with no exposed live wiring.

Final Electrical before occupancy.

**Mechanical Heat & Air:**

Rough in underground before covering.

Gas line before covering.

Top Out Heat & Air before covering with insulation or sheetrock.

Rough in Ground Underfloor Heat and Air before covering.

Electrical Underground before covering.

Heat & Air Final before occupancy.

Heat & Air change out.

**Fence:**

Preliminary review at time fence permit is issued.

Final fence inspection.

**Sign:**

Preliminary review at time permit is issued.

Final sign inspection.

**Storm Shelter:**

Preliminary review at time permit is issued.

Final storm shelter inspection

**Solar Energy System:**

Final solar panels and devices inspection.

**CONSTRUCTION CODES  
ADOPTED BY THE CITY OF SPENCER**

International Building Code, 2012 Edition

International Existing Building Code, 2012 Edition

International Plumbing Code, 2012 Edition

International Electrical Code – Administrative Provisions, 2012  
Edition

International Fuel Gas Code, 2012 Edition

International Residential Code, 2012

International Mechanical Code, 2012 Edition

International Property Maintenance Code, 2012 Edition

International Performance Code for Buildings and Facilities, 2012  
Edition



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 Spencer, Oklahoma 73084  
 405-771-3226 phone 405-771-3228 fax

(Page 1 of 2) Estimated Cost Of Construction: \$ \_\_\_\_\_

### BUILDING PERMIT APPLICATION: RESIDENTIAL OR COMMERCIAL

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ ☐ Property Owner or ☐ General Contractor

Applicant's Address: \_\_\_\_\_

Applicant's Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

(BUILDING PERMIT WILL BE DELIVERED TO THE APPLICANT)

☐ Residential ☐ Commercial

Permit To: \_\_\_\_\_ ( \_\_\_\_\_ ) Story \_\_\_\_\_

(Type of Improvement: New Const/Add-on/Remodel/Restoration/Detached Bldg) (Proposed Use)

At Location: \_\_\_\_\_ Spencer, OK \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 (Number) (Street) (ZIP Code)

Legal Description: Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_

Unplatted Description: (OK County Record # \_\_\_\_\_ )

\_\_\_\_\_ Lot Size: \_\_\_\_\_

New Bldg Size: \_\_\_\_\_ Ft x \_\_\_\_\_ Ft x \_\_\_\_\_ Ft Room(s) Addition Size: \_\_\_\_\_ Ft x \_\_\_\_\_ Ft x \_\_\_\_\_ Ft  
 (Wide) (Length) (Height) (Wide) (Length) (Height)

Remarks: \_\_\_\_\_

New or Add-On Construction Area: \_\_\_\_\_ Remodel/Restoration Est Cost of Const. \$ \_\_\_\_\_  
 (Sq Feet)

Owner: \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 (Name)

Phone # \_\_\_\_\_

**BUILDING PERMIT APPLICATION: RESIDENTIAL OR COMMERCIAL***(Continued)*

General Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
(Name) \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical Contractor (Licensed with City of Spencer): \_\_\_\_\_  
Phone # \_\_\_\_\_

Plumbing Contractor (Licensed with City of Spencer): \_\_\_\_\_  
Phone # \_\_\_\_\_

Mechanical Contractor - Heat & Air (Licensed with City of Spencer): \_\_\_\_\_  
Phone # \_\_\_\_\_

Flood Zone Designation: \_\_\_\_\_

Building Set-Back Front: \_\_\_\_\_ Ft Side: \_\_\_\_\_ Ft Rear: \_\_\_\_\_ Ft

Estimated Completion Date: \_\_\_\_\_

BUILDING PERMIT FEE: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check \_\_\_\_\_ Debit/Credit Card \_\_\_\_\_ Money Order

Construction Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

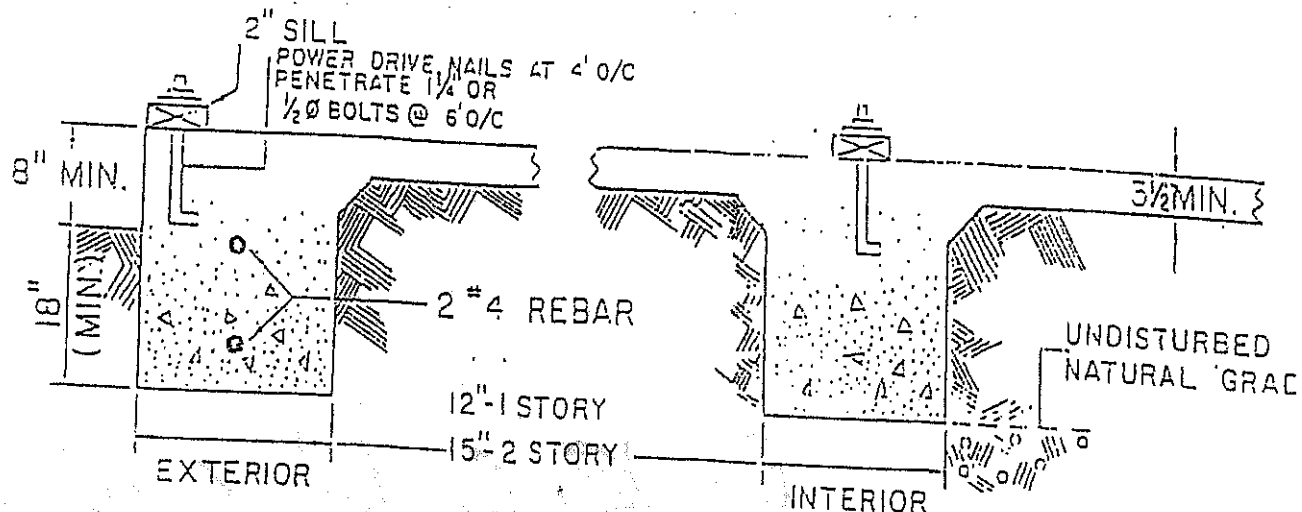
APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

BUILDING INSPECTOR/CODE ENFORCEMENT SIGNATURE: \_\_\_\_\_

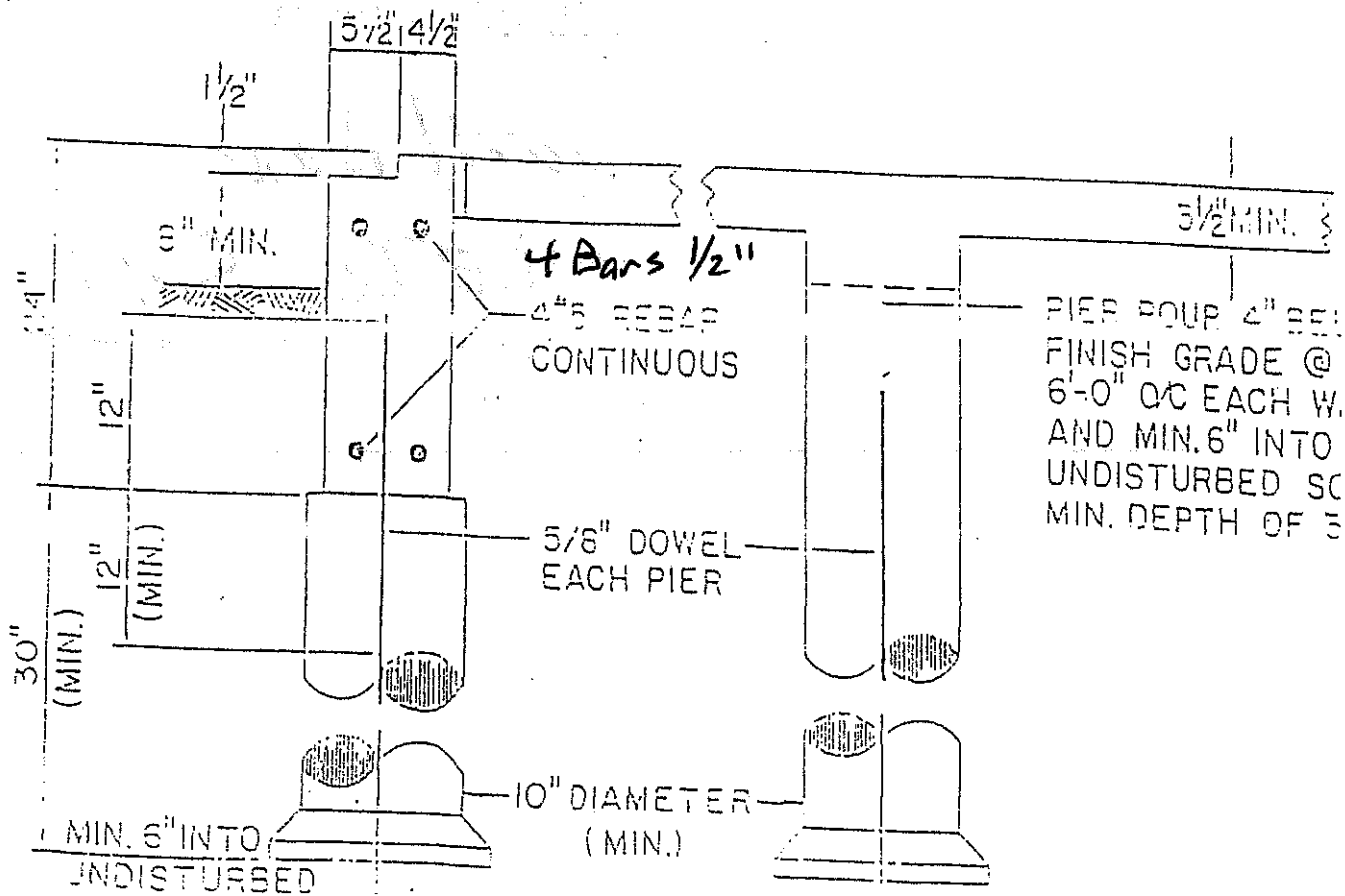
Approval Date: \_\_\_\_\_

NO CONSTRUCTION SHALL BEGIN UNTIL THE BUILDING PERMIT HAS BEEN APPROVED BY THE CITY INSPECTOR AND THE BUILDING PERMIT FEE HAS BEEN PAID TO THE CITY OF SPENCER. SUBMIT APPLICATION WITH A FULL SET OF CONSTRUCTION PLANS AND A PLOT PLAN INDICATING DISTANCES FROM FRONT, REAR AND SIDE PROPERTY LINES FOR NEW CONSTRUCTION, ADD-ONS, AND DETACHED BUILDINGS.

# MINIMUM FOUNDATION REQUIREMENTS DUG FOOTING RESIDENTIAL ONLY



## PIER AND GRADE BEAM RESIDENTIAL ONLY





CITY OF SPENCER  
INSPECTION DEPARTMENT  
CONSTRUCTION HEAT

1. Final mechanical inspection shall be made for Construction Heat
2. Filter or filters shall be installed over each return duct opening. Filters shall be replaced, as they become loaded with dust and debris with the mechanical equipment in the off position with no airflow.
3. Thermostat for construction heat shall have a minimum 55F set point.
4. Mechanical equipment must be installed per manufacturer's instructions, relative to construction heat.
5. All sheetrock, wallboard or paneling shall be installed in all construction areas serviced by mechanical system. Mechanical room access door shall have seal around entire opening. (Weather stripping)
  - 1703.2.1 Outdoor Air
  - 1703.2.1 Connection to outdoors
  - 1703.2.1 Size of horizontal openings
  - 1703.2.1 Size of vertical openings
6. When combustible, flammable, explosive or corrosive materials in any state (solid, liquid or gaseous) are being used in the construction process the mechanical system shall not be in use. The construction area shall be ventilated before mechanical system is put back into service.
7. Failure to provide adequate filtering during construction shall require ductwork and mechanical equipment to be professionally cleaned before final approval.
8. Failure to comply with above requirements shall be ground for immediate fuel service to be terminated from building by authority having jurisdiction.


Pg 10 of 12

Show 10 ▾ entries

Search: 

Certification No. ▴ ▾	County ▴ ▾	Profiler Name ▴ ▾	Mailing Address ▴ ▾	City,State,Zip ▴ ▾	Email Address ▴ ▾
SP056	Adair	Bigfeather, Jerry	461358 E 875 Rd	Bunch, OK 74931	jbigfeather@cherokee.org
SP091	Adair	Choate, Tyler	Rt 1 Box 85	Westville, OK 74965	tyler-choate@cherokee.org
SP065	Canadian	Graham, Voyle	9021 NW 79th St	Yukon, OK 73099	vg.soilpro@gmail.com
SP027	Canadian	Winn, Chad	12201 SW 59th ST	Mustang, OK 73064	winnenv@gmail.com
SP006	Carter	Rudd, Monte	PO Box 1373	Ardmore, OK 73402	blakerudd@ymail.com
SP102	Cherokee	Mahaney, Nicholas	P.O. Box 377	Tahlequah, OK 74464	mahaneynicholas25@gmail.com
SP037	Cherokee	Miggletto, Brian	PO Box 2038	Tahlequah, OK 74465	okbigmig@yahoo.com
SP059	Creek	Roberts, Todd	1648 Basin Rd	Mannford, OK 74044	trobertsenvironmental@cimtel.net
SP098	Creek	Talley, Robert	PO Box 8	Kellyville, OK 74039	talleyho49@gmail.com
SP076	Delaware	Fletcher, Michael	31720 S 602 Rd	Grove, OK 74344	54mfletcher@gmail.com

Showing 1 to 10 of 26 entries

 ◀ Previous () 

Pg 11 of 12  
Show 10 entries

Search:

Certification No.	County	Profiler Name	Mailing Address	City, State, Zip	Email Address
SP070	Johnston	Richardson, Allen	3900 S Sawmill Rd	Tishomingo, OK 73460	okrichardson@hughes.net
SP061	Lincoln	Hanna, Janet	103440 S 3380 Rd	Meeker, OK 74855	janraehan@hotmail.com
SP081	Lincoln	Scott, Gregory	337321 East 770 Road	Tryon, OK 74875	gregscott@cotc.net
SP103	Lincoln	Steadman, Amanda	332600 E 930 Rd	Wellston, OK 74881	muddy.mess2019@gmail.com
SP096	Logan	Harman, Jordan	2458 E CR 64	Mulhall, OK 73063	jordan.percworks@outlook.com
SP046	Marshall	Mixon, Andy	11097 Highway 70	Kingston, OK 73439	sales@standardok.com
SP087	Muskogee	Bell, Carey	PO Box 897	Warner, OK 74469	carey_bell_ok@yahoo.com
SP088	Muskogee	Fine, Scott	4800 S 104th St W	Muskogee, OK 74401	stfine55@yahoo.com
SP016	Muskogee	Mogck, Harlen	7900 W 43 St S	Muskogee, OK 74401	harlenmogck@gmail.com
SP094	Oklahoma	Morrison, Tommy	8021 NW 100	Oklahoma City, OK 73162	dirtcommanderllc@gmail.com

Showing 11 to 20 of 26 entries

&lt; Previous()



Pg 12 of 12

Print

Excel

CSV

Show 10 entries

Search:

Certification No.	County	Profiler Name	Mailing Address	City,State,Zip	Email Address	Phone No.
SP020	Oklahoma	Tyree Spence, Robin	2430 S Choctaw Rd	Choctaw, OK 73020	robintyreespence@yahoo.com	(408) 197
SP100	Pittsburg	Camp, Cody	4565 High Hill Road	McAlester, OK 74501	codycamp86@yahoo.com	(918) 424 226
SP068	Pittsburg	Hamilton, Bradley	2076 S Bache Rd	McAlester, OK 74501	badbradhamilton@yahoo.com	(918) 519 547
SP090	Rogers	Robbins, Sharon	12105 N 107th East Ct	Collinsville, OK 74021	shaemarie2011@gmail.com	(918) 533 188
SP097	Seminole	Ardrey, Cody	13856 Old Hwy 99	Konawa, OK 74849	cody_ardrey@yahoo.com	(580) 235 229
SP079	Tulsa	Fleming, Mark	9489 E 126th St N	Collinsville, OK 74021	mdfleming59@aol.com	(918) 698 313

Showing 21 to 26 of 26 entries

&lt; Previous() Next &gt;

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## **FEE SCHEDULE FOR BUILDING REGULATIONS, JANUARY, 2021 (SPENCER, OKLAHOMA)**

**NEW AND ALTERED CONSTRUCTION:** The following is the schedule of permit fees for new construction and altered construction:

### **RESIDENTIAL:**

**New Residential Construction,  
(Living area or garage)..... \$0.06 Per sq ft**

**Residential Additions,  
(Living area, attached garage ..... \$0.05 Per sq ft**

**Residential Carport..... \$40.00 FLAT FEE**

**Residential Remodel,  
(Estimated cost of remodel)..... \$3.00 per \$1,000.00**

**Detached Residential Building,  
(Storage, shop or garage)..... \$0.05 Per sq ft**

**Residential Storm Shelter,  
(Detached or indoor)..... \$40.00 FLAT FEE**

**Multi-Family Residential Storm Shelter,  
(For Apartment Complex or Residential  
Subdivision)..... \$60.00 FLAT FEE**

**Residential Driveway,  
(Included in New Construction Permit)... No Additional Charge  
(Driveway – Replaced with curb cut or  
culvert replacement)..... \$40.00 FLAT FEE  
(Additional driveway with curb cut or  
culvert)..... \$40.00 FLAT FEE**

**Residential Solar Panel Installation,  
Roof-Top or Detached Panels..... \$40.00 FLAT FEE**

**House Moving Building Permit Fee,  
(To Be Inspected By City Before and  
After Structure Is Moved To New  
Spencer Location) Estimated Cost of  
Building..... \$ 5.00 Per \$1,000.00 (50% of Fee To Be Reimbursed If Building  
Is Found To Substandard Or Dilapidated Before The Move)**

**RESIDENTIAL,  
(MINIMUM BUILDING PERMIT FEE)..... \$40.00**

**COMMERCIAL:**

**JANUARY, 2021**

New Commercial Construction,  
(First 10,000 sq ft)..... \$0.06 Per sq ft  
(In Excess of 10,000 sq ft)..... ADD \$0.03 Per sq ft

Commercial Additions,  
(Added Bldg Portion-Having Roof)..... \$0.06 Per Sq ft

Commercial Remodel,  
(Estimated Cost of Remodel)..... \$5.00 per \$1,000.00

Commercial Detached Building..... \$0.05 Per sq ft

Commercial Driveway,  
Per opening on to public streets..... \$30.00 per opening

Commercial Structure Solar Panel Installation,  
Roof-Top or Detached Panels..... \$60.00 FLAT FEE

**COMMERCIAL,**  
**(MINIMUM BUILDING PERMIT FEE)..... \$60.00**

**NEW AND ALTERED MECHANICAL SYSTEM:** The following is the schedule of permit and inspection fees for new mechanical system and altered mechanical system installation:

**Heat & Air:**

New Construction, Addition or Detached Building,  
(Residential or Commercial)  
Heat & Air Permit..... \$0.03 Per sq ft

Remodel,  
(Residential or Commercial)  
Heat & Air Permit..... ½ of Building Permit Fee

Replacement/Change Out Heat & Air,  
(Residential or Commercial)  
Heat & Air Permit..... \$40.00 FLAT FEE

Gas Line Inspection & Air Test,  
(Residential or Commercial)..... \$40.00 FLAT FEE

**(RESIDENTIAL OR COMMERCIAL)**  
**MINIMUM MECHANICAL PERMIT**  
**FEE..... \$40.00**

JANUARY, 2021

**NEW AND ALTERED PLUMBING INSTALLATION:** The following is the schedule of permit and inspection fees for new plumbing and altered plumbing installation:

**Plumbing:**

New Construction, Addition or Detached Building,  
(Residential or Commercial)  
Plumbing Permit..... \$0.03 per sq ft

Remodel,  
(Residential or Commercial)  
Plumbing Permit..... ½ of Building Permit Fee  
Water Service Line Inspection,  
(Included in New Construction  
Plumbing Permit Fee)..... No Additional Charge

Water Service Line Replacement,  
(Residential or Commercial)  
Plumbing Permit Fee..... \$40.00 FLAT FEE

New Water Main Tap Fee and Meter Set,  
(Performed by City Crew)  
¾ Inch Water Tap & Meter set..... \$606.45 FLAT FEE – *Not Included in Plumbing Permit Fee (Paid Separately to City of Spencer Utility Department)*

¾ Inch Water Tap, Meter Set,  
(Performed by City Crew)  
And Bore Under Paved Street..... \$900.00 FLAT FEE – *Not Included in Plumbing Permit Fee (Paid Separately to City of Spencer Utility Department)*

Gas Service Line/Air Test  
(Included in Plumbing Permit Fee for  
New Construction)..... No Additional Charge

Gas Service Line/Air Test Replacement  
or Extension..... \$40.00 FLAT Fee

Building Sanitary Sewer Line,  
(Included in Plumbing Permit for  
New Construction)..... No Additional Charge

New Sanitary Sewer Tap Fee  
(Performed by Plbg Contractor)..... \$138.00 FLAT FEE

Water Sprinkler System,  
(Residential or Commercial)  
Plumbing Permit Fee..... \$40.00 FLAT FEE

JANUARY, 2021

Building Sanitary Sewer Replacement,  
(Residential or Commercial)  
Plumbing Permit Fee,..... \$40.00 FLAT FEE

(RESIDENTIAL OR COMMERCIAL)  
MINIMUM PLUMBING PERMIT  
FEE..... \$40.00

**NEW AND ALTERED ELECTRICAL INSTALLATION:** The following is the schedule of permit fees for new electrical and altered electrical installation:

**Electrical:**

New Construction, Addition or Detached Building,  
(Residential or Commercial)  
Electrical Permit..... \$0.03 Per sq ft

Remodel,  
(Residential or Commercial)  
Electrical Permit..... ½ of Remodel Building Permit Fee

Temporary Electrical Pole..... \$40.00 FLAT FEE

Electrical Meter Base Inspection,  
(Included in New Construction or  
Remodel Electrical Permit Fee)..... No Additional Charge

Electrical Meter Base Reset  
Inspection..... \$40.00 FLAT FEE

Solar Monitoring Electrical  
Meter Base Inspection..... \$40.00 FLAT FEE

(RESIDENTIAL OR COMMERCIAL)  
MINIMUM ELECTRICAL PERMIT  
FEE..... \$40.00



**OTHER FEES:****JANUARY, 2021**

Fence Permit..... \$35.00 FLAT FEE  
Private Swimming Pool..... \$35.00 FLAT FEE  
Public Swimming Pool..... \$100.00 FLAT FEE  
Oil & Gas Well Drilling..... \$3,500.00 FLAT FEE  
Annual Oil Well Fee..... \$250.00  
House Moving Permit Fee..... \$40.00 FLAT FEE PLUS \$25.00 Per Hour Police Escort

**Sign Permit:****(Permanent Signs)**

0 to 100 Square Feet..... \$35.00  
101 to 200 Square Feet..... \$40.00  
201 to 500 Square Feet..... \$50.00  
501 or more Square Feet..... \$60.00

**CONTRACTOR LICENSE FEES: (EXPIRE JUNE 30<sup>TH</sup> OF EACH YEAR) Licenses Issued on or after May 15<sup>th</sup> for NEW CONTRACTORS will Expire on June 30<sup>th</sup> of the following year:**

**New MECHANICAL (HEAT & AIR) CONTRACTOR Annual License Fee: \$210.00**

**MECHANICAL CONTRACTOR Annual Renewal License Fee: \$105.00**

**JOURNEYMAN MECHANICAL EMPLOYEES ..... Register Only**

**(The Mechanical Contractor is to register all Journeymen by Name and Construction Industries License Number each year).**

**New PLUMBING CONTRACTOR Annual License Fee: \$210.00**

**PLUMBING CONTRACTOR Annual Renewal License Fee: \$105.00**

**JOURNEYMAN PLUMBERS..... Register Only**

**(The Plumbing Contractor is to register all Journeymen by Name and Construction Industries License Number each year).**

**New ELECTRICAL CONTRACTOR Annual License Fee: \$210.00**

**ELECTRICAL CONTRACTOR Annual Renewal License Fee: \$105.00**

**JOURNEYMAN ELECTRICIANS..... Register Only**

**(The Electrical Contractor is to register all Journeymen by Name and Construction Industries License Number each year).**