

## BUILDING PERMIT REQUIREMENTS

1. Complete and sign the attached permit application.
2. The Planning and Zoning Committee will review the application and inspect the site within seven (7) working days.
3. If approved, the permit application will be signed by two (3) members of the committee.
4. The applicant will be notified by phone or by mail with the decision of the committee.
5. After the application is approved by the committee, the application must be taken to the Wagoner County Metropolitan Planning Commission in order to obtain the building permit and to pay any fees they may require.

## Town of Porter Permit Application

Permit Valid for Ninety (90) Days

If no action is taken within ninety (90) days, the applicant must re-apply

Applicant Signature: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date of Permit: \_\_\_\_\_

\_\_\_\_\_ on this date filed an application for review with the Porter Planning and Zoning Committee, Wagoner County, State of Oklahoma. The applicant has petitioned the committee to do one of the following:

1. Build a new home.
2. Renovate an existing home.
3. Place a manufactured home:  
Year \_\_\_\_\_, Make \_\_\_\_\_ & Model # \_\_\_\_\_
4. Build a new structure (garage, shed, etc.)
5. Other please describe : \_\_\_\_\_

Please Note: A survey of the property where the proposed building is to be placed is required for the building and or placing of any structures.

Granted: \_\_\_\_\_  
Granted with conditions\*: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Reason for denial: \_\_\_\_\_

**If approved, this document must be signed by three of the members of the committee:**

Jim Bias: \_\_\_\_\_  
Darryl Hale: \_\_\_\_\_

If granted, this application must be taken to the **Wagoner County Metropolitan Planning Commission** to obtain the required permit or permits.

Shirley Herring, Town Clerk \_\_\_\_\_

TOWN OF PORTER  
ZONING CLEARANCE

1. 1910-1 Zoning clearance permit required.

It shall be unlawful for any person, firm or corporation to erect, move, add to or structurally alter any building or structure, or to use or change the use of any building or land or to permit the aforementioned actions, until a zoning clearance permit has been issued by the inspecting officer of his designee.

2. 1910-2 Application for zoning clearance permit.

Application for a zoning clearance permit shall be accompanied by a legal description, i.e. survey, of the lot and plans in duplicate, drawn to scale in black line or blueprint, showing the actual shape and dimension of the lot; the location and dimensions of all easements; the location, size and height of any existing buildings or structures to be erected or altered; the existing and intended use of each building or structure and portion of the lot; the number of dwellings and buildings it intended to accommodate, if any, and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this code.

After an application for a zoning clearance permit is filed and has met all requirements, the application will proceed to the inspecting officer for final approval. Then a zoning clearance permit will be issued or the applicant will be notified in writing of his refusal to issue a permit setting forth the reasons therefore.

3. Section 1920

Any person, firm or corporation violating any provisions of this code or failing to comply with any of its requirements, including violations of conditions, shall be deemed guilty of a misdemeanor punishable by a fine of not more than \$500.00 or by imprisonment not exceeding ninety (90) days or by both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.