



Town of Atoka

June 29, 2023

Frequently Asked Questions – Building and Code Enforcement

Q1. Why do I need a permit for a fence I already have that I'm repairing?

Any new fence, total replacement or repair that is larger than 16 feet in linear length requires a permit. Gates, a few boards (under 16 feet in linear length), and typical general maintenance do not require a permit. Fences should not be placed in front of any service meter. The permitting process is to ensure adherence to the zoning regulations and setbacks which prohibit fences to be in places that are not allowed such as: front yards, utility easements, drainage easements, etc.

Q2. Why do I need a mechanical permit? What items does this include?

Mechanical permits ensure consumer safety/protection from incorrectly installed appliances and ensure current building codes are followed. If replacing a gas range with another gas range a permit is not required. But if you are going from electric to gas or vice versa, a permit is required. Water heaters, HVAC systems and gas ranges are all appliances that require a permit and inspection, when changing mechanical components.

Q3. What if a replacement is needed over the weekend or holiday and I have to get the permit after the installation? Is there a penalty involved?

We understand emergencies happen, so the permit application will need to be submitted the next business day. All permit applications can be found on the Town website or by stopping by Town Hall to pick up. They can be emailed to jratliff@townofatoka.com or mداugherty@townofatoka.com or dropped off at Town Hall during normal business hours. Documentation for an emergency repair will be required to have penalty waived.

Q4. How far does my shed have to be from the property line?

Accessory structures must be a minimum of 5 feet from the property line or any other structures and still also comply with any setback requirements. These requirements will be evaluated by the Code Official prior to issuing your permit and will be made aware to you.

Q5. Why do I need a permit for an additional driveway or to make repairs to my existing driveway or sidewalk?

Zoning ordinances regulate points of access widths, curb cuts, driveways, and sidewalks. With the incoming Municipal Separate Storm Sewer Systems (MS4) status for the Town, we are implementing these practices to help with storm water management related to the aforementioned items. Polluted stormwater runoff is commonly transported through MS4s, and then discharged untreated, into local water bodies. In order to prevent harmful pollutants from being washed or dumped into MS4s, certain operators are required to develop stormwater management programs (SWMPs). Vegetated land largely absorbs storm water, but when developed, the amount of impervious area (hard surface area that does not absorb storm water) increases. These impervious areas most often direct larger amounts of storm water into the storm drain, ditch, and ultimately into local bodies of water.

Q6. Does the Code Official need my permission to come onto the property?

Section 104.3 of the 2018 International Property Maintenance Code states, "when necessary to make an inspection to enforce or has reasonable cause to believe there exists a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform duties."