



Town of Atoka  
PH: (901) 837-5300 / FAX: (901) 837-0028  
[www.townofatoka.com](http://www.townofatoka.com)

**Application for New Residence**  
(2018) International Building Code Series is enforced)

**PROPERTY INFORMATION**

Property Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Map & Parcel: \_\_\_\_\_ Zoning District: \_\_\_\_\_ (R-1, R-2, R-3, R-4, FAR)

**OWNER INFORMATION**

Property Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONTRACTOR INFORMATION – (if applicable)**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's License #: \_\_\_\_\_

**TYPE OF IMPROVEMENT**

\_\_\_\_\_ Single Family Detached / \_\_\_\_\_ Single Family Attached / \_\_\_\_\_ 2 Family Dwelling

**BUILDING INFORMATION**

Structure Footprint Square Footage: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_  
Number of Full Baths: \_\_\_\_\_ Number of Half Baths: \_\_\_\_\_ Finished Basement \_\_\_\_\_ Y \_\_\_\_\_ N Area Finished \_\_\_\_\_ Y \_\_\_\_\_ N  
Area Unfinished \_\_\_\_\_ Y \_\_\_\_\_ N Attached Garage Y \_\_\_\_\_ N \_\_\_\_\_

**ADDITIONAL PROJECT INCLUDED ON THIS PERMIT**

Check all that apply:  
Driveway \_\_\_\_\_ Public Sidewalks \_\_\_\_\_ Fence \_\_\_\_\_ Deck \_\_\_\_\_ Patio \_\_\_\_\_ Porch \_\_\_\_\_ Other \_\_\_\_\_ Please specify \_\_\_\_\_

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required at Submission**

\_\_\_\_\_ Drawing of residence and related projects (location, dimension, shape, distance to property lines)

\_\_\_\_\_ Residence construction specs and building plans

\_\_\_\_\_ Septic Permit (on site or public)

\_\_\_\_\_ Well Permit (if applicable)

\_\_\_\_\_ Written Erosion & Sediment Plan (If applicable)

\_\_\_\_\_ Stormwater Management Plan designed by a professional engineer

Project Dimensions: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

Total Land Disturbed \_\_\_\_\_

Total Project Area in Sq Ft \_\_\_\_\_

Lot Information W \_\_\_\_\_ L \_\_\_\_\_

Estimated Project Cost of Improvement: \$ \_\_\_\_\_

**Municipal / Inspector Use**

Zoning Code: \_\_\_\_\_ Building Code: \_\_\_\_\_

Flood Plain: \_\_\_\_\_ Yes \_\_\_\_\_ No

Stormwater Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Septic Upgrade Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Building Plan Review: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Codes Administrator: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Zoning Plan Review: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSPECTIONS REQUIRED FOR NEW CONSTRUCTION

A form board inspection is required and shall be performed by the Town of Atoka or its designee for all new construction. At the time of the form board inspection, and prior to foundation or slab being poured, all lot corner pins shall be clearly identified with hi-visibility fluorescent paint and marking flags. A contractor representative shall be present during the form board inspection.

If the Town of Atoka or its designee is not able to identify proper lot setbacks during the form board inspection process, a foundation survey shall be required at the discretion of the Town of Atoka or its designee.

**All foundation survey work required shall be performed by a registered land surveyor. All work must stop until the foundation survey is submitted to the Town of Atoka.** A foundation survey will show the location of the foundation as built or by pins set by the surveyor once the footers have been poured. The location of the building on the lot, including all cantilevered portions, shall be within the required setbacks. Any setback violations found must be corrected.

1. Site Inspection, Property Corners, Form Boards, Structure Corners, and Driveway at road intersection, all located.
2. Well site & permit inspection (site, grouting, final) (if applicable)
3. On- site septic certification by proper authority (if applicable)
4. Footers prior to pouring of concrete (Can be satisfied by Engineer Letter)
5. Foundation (Footer Drain system, Waterproofing Plumbing below basement finish floor, and Foundation Survey).
6. Form Boards
7. Plumbing and pressure test plus mechanicals.
8. Insulation
9. Framing (with rough-in components that will be covered with building materials).
10. Sprinkler Test (if applicable)
11. Brick Ties
12. Insulation
13. Storm water system (prior to covering leaders & pit)
14. Public Sewer
15. Final for Use and Occupancy Permit and Inspection of driveway & sidewalk

- Plumbing            Sewer (public & onsite)
- Electrical            Water (public & private)
- Mechanical            (water analysis required for wells)

Measurements: Show lot lines, easements, all proposed or existing structures, streets/roads/driveways, waterlines/wells, sewer lines/septic systems, all property lines, all distance of proposed structure(s) from lot lines and work layout and dimensions. Any omitted information may cause a delay of permit issuance.

**Note: Plot plan must be included with the permit application.**

**INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE**