



HOW TO START A BUSINESS

STEP 8

ESTABLISH A RELATIONSHIP WITH THE CITY OF SAND SPRINGS OBTAIN LICENSES & PERMITTING

Establishing a positive and on-going relationship with the City of Sand Springs can be a huge asset for you and your business. Knowing who to contact, how best to reach them, and when you need them, can expedite processes required for starting a business and make this step considerably easier. As a Chamber member, we can help you with introductions and connections to the City of Sand Springs leadership team.

Here is what we recommended:

The City of Sand Springs has a very user-friendly website. We encourage you to visit <http://sandspringsok.org/> to find a variety of contacts and information which will be helpful for you.

For information about property platting and zoning as it relates to your business, as well as general property information and available public infrastructure, contact the City's Planning Office at 918-246-2573 or email inquiries to planning@sandspringok.org.

For information on building permits, inspections, required licenses and certificates of occupancy and/or compliance, contact the City's Neighborhood Services Office at 918-246-2572 or email inquires to neighborhoodservices@sandspringsok.org.

Where establishing a business involves new construction or extensive renovations, the City encourages the owner, general contractor, engineer and/or architect to schedule a meeting with application City staff before initiating the planning and design process. This meeting will provide face-to-face contact with people responsible for the new construction process and will facilitate the sharing of information for all parties involved. The meeting can be arranged by contacting Planning or Neighborhood Services staff.

Contact Information:

There are three individuals within the City of Sand Springs Planning Department that will work with you to achieve your goals:

Planner and Zoning
Brad Bates, City Planner
100 E Broadway St. (City Hall)
Sand Springs OK 74063
btbates@sandspringsok.org
918-246-2573

Permits, License and Inspections
Andy Templeton, Code Enforcement Manager
108 E Broadway St
Sand Springs OK 74063
swtempleton@sandspringsok.org
918-246-2574

Public Infrastructure and Engineering
Cody Blair, Asst. City Engineer
13101 W 46th St
Sand Springs Ok 74063
cdblair@sandspringsok.org
918-246-2680

NEW BUSINESSES MOVING INTO EXISTING BUILDINGS

A. Code & License Requirements:

Depending on the type of business you are planning to open, different certificates or licenses could be required. Common examples of these are the Health Department and Alcoholic Beverage Laws Enforcement (ABLE) Commission. A complete list of special permits and licenses may be found on Stop #7 of the roadmap.

Tulsa County Health Department

306 E Broadway
Sand Springs OK 74063
Phone 918-582-9355
Fax 918-591-6102
[Website](#)

ABLE Commission

3812 N. Santa Fe Ste 200
Oklahoma City, OK 73118
Phone 405-521-3484
Fax 405-521-6578
[Website](#)

B. Certificate of Occupancy

If you are looking at an existing building in Sand Springs to open your business, you will need a [Certificate of Occupancy](#) issues by the City's Neighborhood Services Office, certificate of occupancy applications are available at the Neighborhood Services section of the city's website. There is a \$50 fee due upon application submittal.

A Certificate of Occupancy is issued prior to a business opening. Upon submittal, the application will be reviewed for zoning compliance, and on-site safety inspections will be made for building trade and fire code compliance. Inspections are usually scheduled at your convenience. Follow-up inspections may be necessary if there are health or safety items needing correction.

C. Building Permit:

If you are building a new business building or making modifications to an existing building, a City of Sand Springs building permit will be required. Modifications can include removing, relocating or installing new doorways, walls or ceilings, or changes to the electrical, plumbing and mechanical (heat and air conditioning) systems. Depending on the type and extent of modification needed, the entire building may need to be brought up to current code standards – including fire alarm and suppression systems, and accessibility for handicapped persons.

Some important things to remember in this process:

- Commercial construction is often expensive, and you need to include that in your business plan before you sign leases or otherwise start your business.
- The public has a right to expect fundamental safety when they are in your business, and the building permit, inspection and certificate of occupancy processes are there for this purpose.
- Building permit and inspection fees vary by the scope of work being done and the area being impacted by the improvements. There is no charge to submit a permit application. Fees are paid at the time the permit is issued.
- Expect to use the services of an architect and, depending on the scope of work being done, and engineer in the design process. They are professionals who know the applicable codes and will save you time and trouble in the long run.
- The City of Sand Springs, like all cities and counties in Oklahoma, uses the 2015 International Code Series as amended by the Oklahoma Uniform Building Codes Commission for building, plumbing, mechanical and fire codes. The 2014 National Electrical Code as adopted and amended by OUBCC is used for electrical systems.
- Electrical, plumbing and mechanical contractors doing work in the city limits must be currently licensed by the state and registered with the city. They are professionals and possess the knowledge to complete projects with safety and functionality in mind.

As a courtesy, inspections staff can walk through an existing prospective business building and provide observations to the business owner, design professional or contractor involved of what will likely be required for code compliance.

[City's Building Permit Application.](#)

STEPS TO ACQUIRING A BUILDING PERMIT

A. Submit Application

Applications for a City of Sand Springs building permit are available as a download document in the Neighborhood Services section of the City's website, or from the Neighborhood Services office located at 108 E. Broadway St. (next door to City Hall) Fill out the applicable information and submit it along with 2 sets of construction drawings to Neighborhood Services during regular business hours. In most cases, plan sets should be professionally prepared. Applicants must list an estimated cost for the work being performed. This does not enter into the permit's fee calculation but is necessary for statistical reporting and tracking purposes.

B. Review Process

During this process your application will be routed by Neighborhood Services staff to different departments within the City for their approvals (see flow chart). For commercial projects the normal review time is 5 to 10 business days if all documents are submitted and no significant revisions are necessary.

C. Issuing the Permit

Once reviews are completed, the permit is ready to be issued. Neighborhood Services staff will contact the applicant to advise that the permit is ready for pickup and the fees due for the permit and all anticipated inspections. Fees are determined by the project's size and the scope of trade work involved. They can vary widely due to the nature of commercial work. Permit, license and inspection fees are available on the city's website and in the Neighborhood Services office. Staff can assist you in estimating your fees prior to applying for a permit if that is beneficial.

D. Inspections

Commercial projects are often complex, and your building and trade contractors will call for inspections individually when they are ready for them. For new buildings, inspections are primarily performed at the foundation, framing and final phases of construction – including all associated trade work. Inspections for existing building renovations or modification usually occur during the framing or rough work stage and the final stage. Where applicable, a certificate of occupancy is issued when all inspections are completed and approved.

Inspection requests received prior to 9 a.m. are usually performed that day. A \$28 return trip fee applies for each rejected inspection or any additional inspection requested that was not anticipated during the building permit review process.

For further information on permits and inspections, contact the Neighborhood Services office at 918-246-2572 or neighborhoodservices@sandspringsok.org.

[Click here](#) to see more about the City of Sand Springs Business Inspection Process.

[Link to City Forms for Building Inspection Documents, Code Enforcement Documents, Development Ordinances, and Planning Documents](#)

[Complete list of all City of Sand Springs Code of Ordinances](#)

[Complete list of City of Sand Springs Building Codes.](#)

HOW BUSINESSES CONSTRUCTING NEW BUILDINGS

The process of approvals through the City of new construction requires a few more steps prior to receiving your Certificate of Occupancy. In most cases you may have a construction company that is working for you and they will follow all of the necessary steps to meet requirements for a new building.

If you do not have a construction company or contractor working for you, we recommend you contact Brad Bates at the City of Sand Springs to ensure you meet all of the requirements and know the process for new construction.

Planner and Zoning
Brad Bates, City Planner
btbates@sandspringsok.org

GENERAL INFORMATION

Property Plat

A property plat gives an accurate description of a section of land as well as the people, things, and access ways on the tract. Plats ensure property owners don't trespass on another's property, land for public use remains public, lots comply with zoning rules and restrictions, and all property owners have access to utilities. Plats also control the growth of cities. Most property will have an existing property plat.

[City of Sand Springs Zoning Ordinance](#)

[City Utilities](#)

Water

Sanitation

Information within provided by City of Sand Springs and Sand Springs Chamber of Commerce.