



## Town of Calera

110 W Main St  
Calera Ok 74730  
580-434-5420  
[www.caleraok.org](http://www.caleraok.org)

# Commercial Building Permit & Certificate of Occupancy Guide

## Step 1 – Commercial Building Permit

### Submit the following before construction begins:

- ☐ Completed Commercial Building Permit Application.
- ☐ Property Survey or Site Plan showing property boundaries, building location, parking layout, required setbacks, easements, and drainage (if applicable).
- ☐ Complete construction plans prepared in by a licensed Architect and/ licensed Engineer accordance with applicable building codes.
- ☐ Structural, architectural, mechanical, plumbing, electrical, and life safety plans (as applicable).
- ☐ Fire Marshal approved plans when required, including fire suppression systems, fire alarms, hood systems, or other fire protection features.
- ☐ All contractors and subcontractors must be listed on the permit application and must be registered with the Town of Calera.

**Important:** Construction may not begin until the Town has approved and issued the Commercial Building Permit.

## Step 2 – Construction Requirements

- ☐ Keep the job site clean and free of trash and construction debris.
- ☐ Request any required construction dumpster through Town Hall.
- ☐ Maintain grass and weeds throughout construction.
- ☐ Comply with the Town's Noise Ordinance. Construction activities are permitted only during authorized hours.
- ☐ Perform all work in accordance with approved plans, adopted building codes, and Town ordinances.
- ☐ Maintain a portable toilet on the job site.
- ☐ Install erosion and sediment control measures when required.
- ☐ Clearly display the property address prior to inspections.
- ☐ Keep all public streets, sidewalks, and rights-of-way free of construction materials and debris.
- ☐ Repair any damage to Town infrastructure caused by construction.
- ☐ Obtain approval from the Building Official before making significant changes to approved plans.
- ☐ **Order and Install a Knox Box from [knoxbox.com](http://knoxbox.com), Make sure you specify Calera Fire Dept.**

**Knox Box 3200 Mechanical Lock**



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### Step 3 – Required Inspections (as applicable)

**The following inspections may be required before approval of the project:**

- ☐ Footing/Foundation Inspection
- ☐ Underground Plumbing Inspection
- ☐ Underground Electrical Inspection
- ☐ Slab Inspection
- ☐ Framing Inspection
- ☐ Rough Plumbing Inspection
- ☐ Rough Mechanical Inspection
- ☐ Rough Electrical Inspection
- ☐ Insulation Inspection (when applicable)
- ☐ Fire Marshal inspections of required fire alarm, fire sprinkler, hood suppression, emergency lighting, exit signs, and fire extinguishers.
- ☐ Final Building Inspection
- ☐ Final Fire Marshal Inspection

Additional inspections may be required depending on the scope of the project.

### Step 4 – Certificate of Occupancy (CO)

**Before a Certificate of Occupancy (CO) is issued, the following must be completed:**

- ☐ All required Town inspections have been approved.
- ☐ Fire Marshal has approved all required fire protection systems.
- ☐ Final Electrical Inspection approved.
- ☐ Final Mechanical Inspection approved.
- ☐ Final Plumbing Inspection approved.
- ☐ All site work, parking, drainage, ADA accessibility, and required improvements have been completed.
- ☐ All required documentation, approvals, and certifications have been submitted to the Town.

A Certificate of Occupancy will not be issued until all required inspections have been completed and approved. No building or tenant space may be occupied prior to issuance of a Certificate of Occupancy.