



Town of Calera

110 W Main St
Calera Ok 74730
580-434-5420
www.caleraok.org

Residential Building Permit & Certificate of Occupancy Guide

Step 1 – Building Permit

Submit the following before construction begins:

- ☐ Completed Building Permit Application.
- ☐ Property Survey showing property boundaries, proposed structure location, and required setbacks.
- ☐ Complete construction plans for plan review.
- ☐ All Tradesman must be listed on permit and **Must** be registered with the Town.

Important: No construction may begin until the Town has approved and issued the building permit.

Step 2 – Builder Responsibilities During Construction

- ☐ Keep the job site clean and free of trash and construction debris.
- ☐ Request any required construction dumpster through Town Hall.
- ☐ Maintain grass and weeds on the property throughout construction.
- ☐ Comply with the Town's Noise Ordinance. Construction activities are permitted only during the hours established by Town ordinance.
- ☐ Perform all work in accordance with the approved plans, applicable building codes, and Town requirements.
- ☐ Provide and maintain a portable toilet on the job site during construction.
- ☐ Ensure the property address is clearly visible from the street before final inspection.
- ☐ Install and maintain erosion control measures when required.
- ☐ Do not place materials, equipment, or debris within a public street or right-of-way without prior Town approval.
- ☐ Repair any damage to Town streets, sidewalks, curbs, drainage facilities, utilities, or other public infrastructure caused by construction.

Step 3 – Required Inspections (as applicable)

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

- ☐ Footing/Foundation Inspection
- ☐ Underground Plumbing Inspection
- ☐ Slab Inspection
- ☐ Framing Inspection
- ☐ Rough Plumbing Inspection
- ☐ Rough Mechanical Inspection
- ☐ Rough Electrical Inspection
- ☐ Insulation Inspection (when applicable)
- ☐ Final Building Inspection

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



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Step 4 – Certificate of Occupancy (CO)

Before a Certificate of Occupancy (CO) will be 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.