



## Development Services Inspection and Construction Guidelines

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This document is a guideline to contractors and developers for inspection-related expectations, processes, procedures, and general requirements.

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## **1. PERMITS**

Contractors performing work that is required by any of the building codes to have a permit must post and provide access to the required permit(s) and any approved plans, on-site or in the general contractor's on-site office.

The general contractor is responsible to ensure that all proper licenses and permits have been obtained.

Work begun prior to the issuance of the permits is subject to a Stop Work Order and Triple Permit Fee.

## **2. INSPECTION PROCESS**

To request an inspection call 918-366-0415 or fax a request to 918-366-4416. Calls or Faxes must be placed before 8a.m. to obtain same-day inspections.

When scheduling inspections please have the following information ready:

- Permit number
- Address of site
- Addition or Unplatted
- Contact name
- Contact number
- Morning or Afternoon time
- Type of Inspection
- Any additional information you feel is pertinent

No area requiring an inspection can be concealed prior to inspection. The City of Bixby Building Division is required by law to perform inspections prior to concealment. Areas covered without inspection will be required to be uncovered, at contractor expense, to allow inspection. The general contractor is responsible to ensure that the required inspections are completed and approved prior to concealment.

Areas of inspection must be ready when the inspection is requested. We cannot honor specific times for inspections due to workload.

Projects requiring complicated building access due to security, limited elevator access (man lifts), etc. will require higher degree of coordination and access by the contractor to facilitate the inspection and minimize waiting times for the inspector.

### **3. INSPECTION HOURS**

Inspection hours for the Inspection Department are Monday – Friday 8:30 am to 4:00 pm. Closed for legal holidays.

### **4. INSPECTION CONTACT INFORMATION**

Locate and maintain an inspection contact sheet in the permitted area. Site contacts for the various disciplines receiving inspections should have their active contact information posted. City inspector names and numbers, special inspectors, and engineer of record should also be posted on this document.

### **5. SPECIAL INSPECTIONS**

Special Inspections are required per the Building Inspector Special Inspection Request from the review comments attached to approved plans or per the building inspector's request. A letter from the Engineer of Record or Owner must state which inspections will be performed and by whom. Reports to be submitted to City of Bixby Building Inspector for the permit file. It is recommended that a copy of all special inspectors' registrations, picture IDs, and/or contact numbers be readily available on-site for the building inspector.

Requests for inspection must be made through the City of Bixby even when a special inspector is on-site. City of Bixby inspectors are responsible for checking the work to make sure it complies with the code and that the special inspector is fulfilling his or her obligations. All work must be approved by the building inspector prior to concealing work, regardless of special inspection approval, unless waived by the building official or the building inspector.

### **6. INSPECTION CORRECTIONS**

Each contractor requesting an inspection should have, on-site, a representative that will accompany the inspector during the inspection visit.

If corrections are required, work is to be corrected and called back for reinspection before covering and/or proceeding to the next phase of the project.

Reinspections requested when corrections have not been completed and repeated requests for inspections made when work is incomplete are subject to a reinspection fee.

Work being done without approval or repeated disregard for the inspector's corrections may be subject to a **STOP WORK ORDER**. The Stop Work Order may require all work to stop on the site. No inspections will be done, per the requirements stated on the Stop Work Order, until such time as the inspector's corrections have been addressed.

## **7. CONTRACTORS**

All subcontractors must be properly licensed by the State of Oklahoma (including out-of-state contractors). All contractors must obtain a City of Bixby contractors license. The general contractor must ensure that ALL subcontractors are properly licensed. The general contractor is required to furnish a copy of his/her Certificate of Liability insurance and copy of Workman's Comp certificate.

## **8. DURING CONSTRUCTION**

### **Construction Noise Control**

Construction Work: Operating, or causing to be used or operated, any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys or appurtenances thereto:

In residential or commercial land use districts between the hours of nine o'clock (9:00) P.M. and seven o'clock (7:00) A.M. the following day;

In any land use district where such operation exceeds the sound level limits for an industrial land use.

### **Trash Receptacles**

Maintain an on-site receptacle for depositing trash and debris. The receptacle is to be at a standard capable of restricting trash and debris from blowing onto adjacent properties. The trash and debris are to be cleaned daily, contained on-site and disposed of in a waste receptacle to prevent wind or rain from carrying it off-site into a storm drain or waterway.

### **Construction Site Restrooms**

Per OSHA requirements at construction sites, builders and contractors are required to provide temporary restroom facilities at start of construction.

## **9. REVISIONS**

Changes or revisions to the city-approved plans may require a revision to be submitted and approved prior to inspection. Please consult the building inspector on your project.

Phasing of projects and changes to prior approved phasing plans will be treated as a revision and will have to go through the plan review process. Contact the Fire Code Enforcement Officer regarding their requirements.

## **10. INSTALLATION of FURNITURE or FURNISHINGS PRIOR TO CO**

Commercial office spaces will often request placement of office furniture prior to issuance of Certificate of Occupancy. Authorization to install any equipment or furniture within a building or area where construction work has been permitted must be approved by the building inspector. This approval is for advance placement of equipment and/or furniture and does not give approval for any kind of business to be conducted until all inspections, including fire department final inspection, have been performed and final approval for occupancy has been given.

Multifamily residential projects often request completion and use of select units within the incomplete building for marketing use. Before this can occur a construction meeting is required with the fire and building inspectors, the building inspector supervisor, the general contractor, and a representative of the building owner. This meeting will address some basic requirements needed prior to approval for use of these types of spaces and includes but is not limited to the following:

Sprinkler system coverage and water flow alarm notification

Completion of any required finals or partial finals deemed necessary by the Fire or Building inspector

Water and fuel gas systems turned off to the units

Water Closets posted “Not for Use”

Interior finishes complete, including but not limited to hand rails and guardrails within the space as well as exterior patios/decks serving the model unit.

A comprehensive list submitted to the Fire and Building Inspector identifying which units are being used as model units

A narrative submitted to the fire and building inspectors detailing the safety protocols and procedures to be used to address marketing personnel and general public safety, access, and egress for the space(s) in question.

**11. LIMITED OCCUPANCY for the PURPOSE of TRAINING or STOCKING**

Tenant improvement (TI) projects may often request an early occupancy for stocking or training prior to opening to the general public. This type of occupancy requires approval by the various departments involved in the construction of the space and supporting elements and systems. When this type of early occupancy is requested, the building inspector must be contacted for direction on how to proceed. TI projects being constructed in tandem with a major project shell and core cannot be approved for occupancy until the shell and core has received a TCO for the portion of the building in which the TI is located. Depending on the occupancy requirements, the TI will require either a TCO or a partial final or final before this limited or early occupancy will be granted. This request typically occurs with service oriented businesses such as hotels, restaurants, and health clubs, but can also occur with larger scale retail tenant occupancies and apartment complex projects.

**12. FINAL INSPECTIONS & CERTIFICATE OF OCCUPANCY**

**FINAL INSPECTIONS**

Prior to building final and approval for occupancy, all permits are required to have final inspection and sign-off. SEE GENERAL REQUIREMENTS under REQUIREMENTS FOR OCCUPANCY in following chapter of this document for requirements per department for finals.

All revisions and deferred submittals must be approved and related fees must be paid for prior to the final inspection approval for those projects that do not require a TCO/CO. The same is required prior to CO approval for those projects requiring TCO/CO. Check with the Development Services Center to ensure that all necessary submittals have been made and fees paid.

Fire alarm work must be signed off by the electrical inspector prior to the Final Fire Alarm Inspection by the Fire Department.

### **13. TEMPORARY CERTIFICATE OF OCCUPANCY / CERTIFICATE OF OCCUPANCY**

The Certificate of Occupancy (CO) is a document – separate from the building permit and separate from the Fire Code Enforcement Officer Inspection sheet – that must be approved for release by city staff for the departments involved in the construction and issued by the building official to the owner prior to occupancy of:

- ✓ All new commercial and multifamily buildings
- ✓ Some substantial commercial and multifamily additions
- ✓ Commercial tenant improvements involving a change in use

Typically, if a Temporary Certificate of Occupancy (TCO) is issued it is only valid for 30 days. Noted conditions must be completed and a request for CO inspection initiated prior to the expiration date. If all conditions are not met and the CO is not obtained before the TCO expiration date, the city may issue a Civil Violation Notice. The owner will be required to attend a hearing, which may include monetary penalties.

In order to process your TCO, the general contractor is required to satisfy the requirements of the departments involved in the construction. This process usually takes 2-3 days once all final inspections are complete. Any conditions noted by inspectors for each department will be included in this document and reflect those items or conditions which must be completed before the CO can be granted.

The contractor and/or permit owner is responsible for scheduling inspections for TCO/CO with the inspector or contact.

Mechanical, electrical, and plumbing permits are a subset to the Building Division approval. They do not have TCOs but do require a final inspection approval. These permits must be finalized or have an approval to occupy with documented sign-off of same on permit prior to building approval of final.

Fire alarm work must be signed off by the Electrical Inspector prior to the final fire alarm sign off by the Fire Department. Both final approvals are required before the permit is approved and can be closed.



When all signatures that are required for particular permit have been obtained, you will be notified and can make arrangements at that time to pick up the TCO or CO.

#### **14. REQUIREMENTS FOR OCCUPANCY**

The requirements of this section are also applicable to non-phased occupancies. Occupancy can include but not limited to employee stocking, training or any other non construction related activity. Consult the Building Inspector with any questions.

##### **Phased Occupancy**

The purpose of these guidelines is to establish a general framework for allowing phased occupancy under the provisions of a TCO. All city departments affected by the construction need to approve the building(s) for phased occupancy.

If you propose phased occupancy (of a building or the site), you are required to submit as a revision a written phasing proposal. If there is any question that safety or code requirements will not be maintained, more restrictive provisions are required before occupancy is allowed, up to and including the full completion of the building or site.

If construction or occupancy is expected to be phased, the following is required to submit.

A narrative detailing the following:

A description of each phase

The schedule of each phase

How construction activity will be separated from civilian occupants

How access and egress will be accomplished for both the occupants and construction personnel

How fire and life safety systems are being completed and affected by the phased construction

Submittal drawings must detail the following:

Show each phase by sequence

Identify by text and by color border each area of each phase

Include plan views for each floor with unique existing

Identify any temporary construction elements being used to separate construction personnel and activities from civilian occupants. (Example: chain link fencing, temporary walls, doors, etc.)

Include identification of site work elements, such as public ways, landscaping, etc., by phase.

## **15. GENERAL REQUIREMENTS FOR THE SITE**

All site work shown on the approved construction plans must be completed per the approved plans and accepted by the city building inspector and city planner. City planner requires a letter from the landscape architect certifying landscape installed per approved plans. You must complete the following in each phase before Certificate of Occupancy is issued.

### **Clearing and Grading Requirements**

All site work related to clearing and grading in this phase must be completed in accordance with the approved site plans. If revisions are necessary, the revisions must be submitted and approved prior to final inspection for CO.

The TCO/CO for any phase will be approved only after all of the following items are complete:

Final grading and construction of rock and/or block walls must be complete

All soils are landscaped or covered with hard surfaces

All drainage is tightlined to the appropriate storm system

Any final geotechnical letters covering all fill placement; rockery/block wall placement, including drainage to city standards; retaining systems; and additional recommendations by the geotechnical engineer are submitted to the inspector and city planner.

If the Parks Department has trail systems through the area, their requirements for that phase of the project must be met.

## **Land Use Division Requirements**

The following need to be completed

Vehicular, pedestrian, and barrier-free access to, through, and possibly from each phase

Approval of mechanical equipment screening screening as indicated on the approved plans

Surface parking areas and related landscaping, lighting, and walkways. Parking stalls, crosswalks, and directions of travel must be marked and clearly visible using paint or other approved methods.

Landscaping for the entire site perimeter, including frontage planting strip(s). If a TCO is requested prior to completion of the landscape installation, the applicant must get approval from the City Planner prior to requesting TCO/CO.

## **Fire Department Requirements**

The following items need to be complete and in-service:

Required access for emergency and/or fire apparatus

Fire Lane markings and signage, if required

Fire protection equipment:

Equipment must be protected against vehicular damage, properly signed, and accessible. This applies to fire hydrants, double check valve assembly

Street address numbers

## **16. GENERAL REQUIREMENTS for the BUILDING**

### **Building Requirements**

A temporary address sign indicating the street number is to be posted in the front of the property near the street or road. The sign is to be clearly visible and maintained for the duration of the construction period.

All electrical, plumbing, and mechanical work are required to be done by contractors licensed with the City of Bixby.

**Scheduling:**

Inspections are scheduled by calling City Hall at 918/366-0415 or faxing 918/366-4416. Please follow instructions on the 24hr phone line or complete the inspection request form attached to permit.

Inspections called or faxed in before 8am will be done the same day after 8am will be scheduled for the next business day.

Inspections are required at the following stages of construction:

Footing - After steel is in place, before concrete is poured

Plumbing Rough - all water & building drain lines must be inspected prior to pouring concrete slab floor

Mechanical Rough - ducts under slab must be inspected prior to pouring concrete slab floor

Slab / Vapor Barrier / Reinforced Steel or Post Tension / Termite Inspection – before slab is poured

Wood Floor Framing with Crawl Space – before decking is installed

**The following four (4) inspection items are to be conducted at the same time; therefore, only one (1) inspection appointment is needed.**

Electrical Rough – prior to insulation and sheetrock

Plumbing Top Out – prior to insulation and sheetrock

Mechanical Top Out – supply and return air ducts located in attic or other concealed spaces and bathroom exhaust fans vented to exterior of building prior to insulation and sheetrock

Framing – to be made after all of the following have been completed: roof, framing, fire blocking, bottom plated, anchored bolts or shot down, and energy seal.

## **Fire Department Requirements**

The following applicable items need to be complete, pre-tested, and in-service in the areas to be occupied

Automatic sprinkler system and standpipes

Fire alarm system

Fire extinguishers

Fire pump(s)

Fixed fire protection system(s)

Emergency generator

Special egress control device(s)

Required signage plus emergency evacuation procedures

Smoke control systems are complete and inspected for the entire portion of the building being served

Required exit ways and stairwells

Required separation between occupied area and continued construction phasing

Knox boxes with appropriate keys/cards in place

## **17. GENERAL REQUIREMENTS FOR MUNICIPAL UTILITIES**

### **General Considerations**

All municipal utility work (water, sewer, and storm drainage) that supports the phase for which occupancy is requested must be tested, operational, and approved for use. Facilities must be to final grade, clean, ready for use, and protected from future damage (for example: manhole rings surrounded by concrete collar or cast into sidewalks slabs, protected from sedimentation, etc). In addition, facilities which constitute confined spaces must be complete and ready for use, in order to minimize safety risks. All outstanding fees and charges must be paid prior to occupancy of any phase.

Prior to City Council accepting the infrastructure, the entire utility system for the project will be re-inspected for completeness, workmanship, potential damage and debris. This is to ensure that all facilities are in good working order before the maintenance bond goes into effect.

### **Storm Drainage**

The facilities that serve or are downstream of the phase must be tested, operational, and approved for use prior to occupancy. This includes but not limited to:

- Off-site storm drainage improvements

- Outfalls to streams, lakes, and other drainage courses

- Connections to the municipal drainage system

- Stormwater detention facilities

- Water quality treatment facilities

- Conveyance and collection systems serving the phase
- Surface drainage features such as curb and gutter, swales, and ditches

- Erosion and sedimentation controls that protect the drainage system

- Landscaping in and around drainage facilities

- Final restoration of the right-of-way and easement where connections were made

- As-Built / Record drawings, paper, mylar, CD (pdf)

### **Wastewater**

The facilities that serve the phase must be tested, operational, and approved for use prior to occupancy. This includes but not limited to:

- Off-site wastewater system improvements

- Connections to the municipal wastewater system

Side sewers and clean-outs

On-site collection and conveyance system, including manholes

Grease traps and interceptors

Extension of the wastewater system to serve adjacent properties

Final restoration of the right-of-way and easement where connections were made

As-Built /Record drawings, paper, mylar, CD (pdf), riser locations, letter by engineer certifying manhole at approved grade

### **Water**

The facilities that serve the phase must be tested, operational, and approved for use prior to occupancy. This includes but not limited to:

On-site distribution piping and fire hydrants that serve the phase

Extension of the water system to serve adjacent properties

Water service lines, setters, meters, and meter boxes or vaults

Fire service lines

Valves and valve boxes

Water system abandonment

Final restoration of the right-of-way and easement where connections were made

As-Built /Record drawings, paper, mylar, CD (pdf), T locations, letter by engineer certifying manhole at approved grade

### **Streets**

All transportation elements (curbs/gutters, sidewalks, streetlights, signage, roadway pavement, etc) that support the phase for which occupancy is requested must be completed prior to issuance of any Certificate of Occupancy. Transportation review and inspection by staff

will determine which elements must be completed and may grant exceptions.

The transportation elements that serve the phase must be completed, inspected, and approved prior to occupancy. These include but are not limited to:

Walkway facilities in the phased area, including a walkway facility that connects the phased area to the street right-of-way

Curb / gutter

Pavement facility, including the connection to the street right-of-way

Pavement markings

Street lighting

Safety railings as required

Completion of traffic signal system may be required