

HOW TO OBTAIN A BUILDING PERMIT FOR ALL NEW COMMERCIAL CONSTRUCTION AND MULTI FAMILY RESIDENTIAL STRUCTURES WITH AN APPROVED PLAT OR WITH OUT AN APPROVED PLAT IF PLATING IS NOT REQUIRED:

1. PICK UP AN APPLICATION AT THE BUILDING INSPECTOR'S OFFICE AT 201 E. DELAWARE STREET, OR CITY HALL AT 111 SOUTH CHEROKEE OR FROM THE CITY WEB SITE (www.cityoftahlequah.com)
2. SUBMIT COMPLETED APPLICATION, 2 SETS OF BUILDING PLANS (professionally designed if required) AND A SITE PLAN TO THE CITY BUILDING INSPECTOR FOR REVIEW.
3. THE CITY BUILDING INSPECTOR WILL PLACE YOUR SITE PLAN ON THE AGENDA FOR NEXT TECHNICAL ADVISORY COMMITTEE (TAC) MEETING FOR REVIEW.
4. TAC WILL REVIEW SITE PLANS AND DISCUSS ANY REQUIRED CHANGES IF NEEDED. AFTER TAC APPROVAL, THE TAC COMMITTEE WILL SUBMIT A WRITTEN RECOMMENDATION TO THE PLANNING AND ZONING COMMITTEE.
5. AFTER TAC APPROVES PLANS THEN SEE THE TAHLEQUAH CITY CLERK TO BE SCHEDULE FOR THE NEXT AVAILABLE PLANNING & ZONING MEETING FOR SITE PLAN APPROVAL.
6. UPON APPROVAL BY PLANNING & ZONING YOU NEED TO SEE THE CITY CLERK TO BE SCHEDULED FOR NEXT AVAILABLE COUNCIL MEETING FOR SITE PLAN APPROVAL.
7. UPON APPROVAL BY THE CITY COUNCIL THE BUILDING INSPECTOR MAY ISSUE A BUILDING PERMIT