

# HOW TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL CONSTRUCTION WITHOUT AN APPROVED PLAT IF PLATING IS REQUIRED:

1. HAVE A PLAT DRAWN FOR YOUR LOT.
2. SUBMIT A SITE PLAN, AND A PRELIMINARY PLAT TO THE CITY BUILDING INSPECTOR FOR REVIEW.
3. THE CITY BUILDING INSPECTOR WILL PLACE YOUR SITE PLAN AND PLAT ON THE AGENDA FOR NEXT TECHNICAL ADVISORY COMMITTEE (TAC) MEETING FOR REVIEW.
4. TAC WILL REVIEW PRELIMINARY PLAT AND 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 THE SITE PLAN AND PRELIMINARY PLAT THEN SEE THE TAHLEQUAH CITY CLERK TO BE SCHEDULE FOR THE NEXT AVAILABLE PLANNING & ZONING MEETING FOR THE FINAL PLAT APPROVAL.
6. UPON COMPLETION OF ANY FURTHER ACTION REQUIRED BY PLANNING & ZONING AND FINAL APPROVAL OF THE SITE PLAN AND PLAT HAS BEEN GIVEN YOU NEED TO SEE THE CITY CLERK TO BE SCHEDULED FOR NEXT AVAILABLE COUNCIL MEETING.
7. UPON APPROVAL OF THE SITE PLAN AND PLAT BY THE CITY COUNCIL YOU NEED TO PICK UP A BUILDING PERMIT APPLICATION AT THE BUILDING INSPECTOR'S OFFICE AT 201 E. DELAWARE STREET, OR AT CITY HALL (111 SOUTH CHEROKEE AVE.) OR FROM THE CITY WEB SITE ([www.cityoftahlequah.com](http://www.cityoftahlequah.com))
8. SUBMIT COMPLETED APPLICATION, 2 SETS OF BUILDING PLANS AND A SITE PLAN TO THE CITY BUILDING INSPECTOR FOR REVIEW, UPON REVIEW THE INSPECTOR CAN ISSUE A BUILDING PERMIT.