



IMPORTANT ADDITIONAL
CONTRACTOR INFORMATION FROM
THE OKLAHOMA TAX COMMISSION

OKLAHOMA TAX COMMISSION



January 20, 2017

Contractor,

Congratulations on your project within the city limits of Newcastle. The Oklahoma Tax Commission and this city would like to remind you that materials delivered to your job site within the Newcastle city limits should currently be charged sales tax at a rate of 9%. (4.5% for the state of Oklahoma, .5% for McClain County, and 4% for Newcastle). If you are being charged a different rate than this, please notify your vendor to correct their invoicing.

Also note, there are areas of Newcastle that may have mailing addresses that state another municipality other than Newcastle, but that has no bearing on the correct sales tax jurisdiction that should be enforced. It's based on the physical address.

If vendors need more information on filing your tax, they can contact our Taxpayer Assistance Division at (405) 521-3160.

If you have further questions, please do not hesitate to contact me.

Oklahoma Tax Commission

Dave Francis
City/County Services, Account Maintenance Division
(405) 522-6600
dfrancis@tax.ok.gov

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CITY OF
NEWCASTLE, OKLAHOMA
 ABRIDGED APPLICATION FOR BUILDING
 PERMIT (STORM SHELTER ONLY)

Permit Number	_____
Date Received	_____
Receipt Number	_____
Approved Date	_____

office use only

**THIS PERMIT IS ABRIDGED AND SHALL BE USED ONLY
 WITH INDIVIDUAL STORM SHELTER INSTALLATIONS
 ADDITIONAL OR COMPLEX STRUCTURES REQUIRE FULL APPLICATION**

Date: _____ Zoning: _____

Owner: _____ Builder/Installer: _____

Owner's Address: _____

Physical Address: _____

Name of Addition: _____ Lot# _____ Block# _____

Shelter Type (circle): Standalone In-Garage Other (explain) _____

Sq Ft of Lot: _____ Sq Ft of Construction: _____

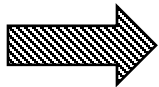
Front Setback: _____ Side Yards: _____ / _____ Rear Yard: _____

Estimated Completion Date: _____ Estimated Cost: _____

Copy of Warranty Deed Included in Application:

Is this shelter being built as part of a grant application? Yes ___ No ___

Building Permit Fee: \$ _____ Linkage Fee: \$ none OK Uniform Bldg Code: \$4.00 **TOTAL: \$** _____



ONE COMPLETE SET OF PLANS MUST BE SUBMITTED TO THE CITY OF NEWCASTLE

Signature of Owner/Contractor: _____ Date: _____

Address: _____ Phone: _____

Email: _____ (REQUIRED – FOR PERMIT-RELATED USE ONLY)



All contractors must have their permits paid and issued BEFORE construction begins. All inspections shall be called in by the contractor by building permit number.

Approved by: _____

Building Inspector Signature & Date (Required)

City Planner Signature & Date (Required)



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Shelter Checklist

All documents indicated must be submitted for an application to be accepted and subsequently reviewed. Incomplete application packets will not be accepted.

Site Plan Drawing must be included

Please be as accurate as possible

Please indicate NORTH



(see example below)

RESIDENTIAL CHECKLIST

- Shelter Building Plans** – should reflect adherence to FEMA 320 and/or ICC 500 standards
- Site Plan** – should reflect dimensions of entire lot, building structure(s) to be built, any existing structures, and front yard, side yards, and rear yard setbacks
- Warranty Deed** – deed showing proof of land ownership

