



ENVIRONMENTAL HEALTH AND SAFETY

Construction and Demolition Permit Guide

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Introduction

A construction permit is required for all new construction, alterations, renovations and additions to any University building or property. A demolition permit is required for the removal of a building/structure. Interior renovations that include demolition work will not require a demolition permit, as the demolition is included in the construction permit. Changing ceiling tiles, flooring or painting of a space is not considered a renovation unless there are asbestos containing materials present or silica dust will be created while work conducted.

The construction and demolition permits are issued by the Authority Having Jurisdiction (AHJ). Any changes to an already approved construction plan must be approved by the AHJ or designee prior to their incorporation into the construction project. The AHJ or designee will examine all applications within a reasonable time after filing. If the construction documents do not conform with requirements of all pertinent codes and laws, the permit will be rejected. If the AHJ is satisfied that the proposed work conforms to the applicable requirements, an approved permit will be issued.

Work shall not begin until the construction, or demolition permit is approved and must be displayed at the entrance to the work site/area. Any permit issued will become invalid if the authorized work is not started within 30 days after issuance of the permit.

This guide is not an all-inclusive document as there will be situations that will require additional review and evaluation. Any questions shall be directed to the AHJ or designated representative prior to the submission of the permit application.

[Link to Construction and Demolition Permits.](#)

Campuses that fall under OSU construction and demolition permit process: OSU Stillwater, OSU Oklahoma City, OSU Tulsa, OSU Tulsa CHS, OSUIT Okmulgee, Connors State, Langston, NEO Miami and Panhandle State.

Construction Permit Application Sections

There are eight sections to the construction permit application, these sections are:

- Project information.
- Proposed work.
- Proposed type of work to be performed.
- Asbestos.
- Compliance questions.
- Approval.
- Project description/details.
- Comments.

This guide will explain each section and answer some common questions about each section.

Project Information Section

- Date: Date permit submitted for approval.
- Capitol Project Number: Capitol project number assigned in AiM.
- Contractor: Main contractor managing the work on the project.
- AiM Work Order Number: Work order assigned to the project if it does not fall under a Capitol Project.
- Project Manager: Project manager or facility manager that is responsible for the oversight and management of the construction/renovation project.
- Phone Number: Phone number for the project manager, this should be a number that the designated person can be reached at any time of the day or night.

Proposed Work Section

- Building/Room or Location:
 - New construction shall have the building name and project location.
 - Renovations shall include building name and room number(s).
- Current Occupancy: Shall include the current occupancy classification for room renovations.
- Start Date: Date work will start.
- Completion Date: Date all work will be completed. If there is a delay in the project the project manager is required to inform the AHJ of the new completion date.

Proposed Type of Work to be Performed Section

- New Construction:
 - Construct a Structure: New construction.
 - Construct an addition: Adding a structure to an existing structure.
- Renovation:
 - Alter a Structure: Alterations to the building that alters the floor plan or has ACM in the project area. This is not for adding structure onto the building.
 - Make a Change of Occupancy: Changing the occupancy classification/use of the building/room.
- Other:
 - Demolish or Move a Structure: No longer covered under a construction permit.
 - Install or Alter Regulated Equipment requires Engineer stamped documents for the installation, alteration, replacement or removal of:
 - Boilers.
 - Emergency electrical generators.
 - HVAC systems.
 - Fire protection systems.
 - Equipment Utility Installation: Installation, alteration, replacement or removal of distribution utilities.

- Road Construction: Any work performed on the roads/streets on campus property.

Asbestos Section

This section is required for all permits in accordance with OSU Policy 3-0839 Control/Abatement of Asbestos in Campus Facilities. This section documents that the signee understands the requirements for the inspection for Asbestos Containing Materials (ACM) and the requirement for proper abatement of ACM to be followed. New construction projects that are on open land not previously built upon do not require an asbestos survey/report.

- On Stillwater campus this section will be signed by a facilities management approved person or contractor. An Asbestos Audit Report shall be submitted with the construction permit application. Any abatement plan must be submitted with the construction permit application.
- All other campuses, this section will be signed by the project manager, the project manager will provide an asbestos report/abatement plan for the project when submitting the construction permit application.

Compliance Question Section

This section consists of 11 questions that will determine what policies, codes or regulations will need to be identified and documentation provided with the construction permit application. A yes to any of these questions will require documentation to be submitted with the construction permit application.

- Will this project add a boiler or emergency generator?
 - Any addition or removal of an emergency generator on the Stillwater campus will require modification to the Universities Title V air permit, this modification will cost the project \$3,000, an account number shall be provided for a CVI charge. Emissions information shall be submitted to EHS for the equipment as soon as it is received.
- NPDES/Runoff required?
 - This is for new construction and construction of an addition where there will be unstable soil that could be removed from the site by stormwater. This section will require the submittal of an earth change permit, completed DEQ Notice of Intent and a Stormwater Pollution Prevention Plan shall be submitted with the permit application.
- Is any confined space (CS) entry required?
 - Any work under this permit that will be conducted in a confined space, the university personnel and any contractor(s) working under this permit shall work under their own confined space program and permit. Contractors shall submit their confined space program with the permit for review by EHS.
- Will there be any excavation/trenching?

- Any excavation or trenching will require a current OKIE 811 check to be submitted with the construction permit application along with a written description of the excavation/trenching and what methods will be used to ensure personnel safety. Any contractor(s) working under the permit shall provide their excavation/trenching program for review. If timing does not allow for an OKIE check to be submitted with the construction permit application, it shall be submitted for review prior to digging operations starting.
- Will Powered Industrial Trucks (PIT) be used?
 - Any use of Powered Industrial trucks on the job site will require the contractor(s) safety plan for proper operation to be submitted for review with the construction permit application.
- Will there be any cutting, grinding or breaking of masonry products?
 - Any cutting, grinding or breaking of masonry products or work that could generate Silica particles will require a Silica Control plan for the project with the construction permit application.
- Will this project require the use of a crane?
 - Any use of a crane on the job site will require a full lift plan to be submitted with the construction permit application or submitted for review and approval prior to any lift operations.
- Does this project meet ADA requirements?
 - All new construction and building alterations must meet current ADA standards. Any work that modifies a room or building must have documents stamped by an architect to ensure the project meets all ADA requirements. These documents will be submitted with the construction permit application.
- Will a Road Closure be required?
 - Any closure of roads around the job site will require proof that the road closures have been coordinated and approved by OSU Parking and Transit or the local city government.
- Is proper pedestrian access being maintained or established?
 - A plan must be submitted to show how the pedestrians will be notified that access has been disrupted and how the access will be re-directed during the construction project.
- Will a hot work permit be required?
 - Any work on the job site that creates heat, spark or flame will require the contractor to submit their hot work permit program for review and a hot work permit will be issued by EHS on the Stillwater campus and the applicable department/organization on the other campuses.

Approval or Special Requirements

This section will be filled out by EHS.

- Occupancy Permit Required.
 - Box will be checked when the work being performed will affect egress paths or needed to evaluate that all work meets the submitted plans for fire and life safety.
- Approved for Construction.
 - Box is checked when the construction permit is approved.
- Permit for Construction Denied.
 - Box is checked when the submitted permit is denied and will have a letter stating the reason for the permit being denied.

Project Description/Details Section

This section is for the project description and statement of work. If additional space is needed the statement of work can be continued in the comments section or provided as a separate document.

Comments Section

This section is for any comments related to the review of the permit application, will denote documentation required to be submitted or be available on the job site and can contain precautions that must be followed during the construction process.

Demolition Permit Application Sections

There are six sections to the demolition permit application, these sections are:

- Project information.
- Asbestos.
- Compliance questions.
- Approval.
- Project description/details.
- Comments.

This guide will explain each section and answer some common questions about each section.

Project Information Section

- Date: Date permit submitted for approval.
- Capitol Project Number: Capitol project number assigned in AiM.
- Contractor: Main contractor managing the demolition work on the project.

- AiM Work Order Number: Work order assigned to the project if it does not fall under a Capitol Project.
- Project Manager: Project manager that is responsible for the oversight and management of the demolition project.
- Phone Number: Phone number for the project manager, this should be a number that the designated person can be reached at any time of the day or night.
- Building/Location: Name and Address of building being demolished.
- Start Date: Date work will start.
- Completion Date: Date all work will be completed. If there is a delay in the project the project manager is required to inform the AHJ of the new completion date.

Asbestos Section

This section is required for all permits in accordance with OSU Policy 3-0839 Control/Abatement of Asbestos in Campus Facilities. This section documents that the signee understands the requirements for the inspection for Asbestos Containing Materials (ACM) and the requirement for proper abatement of ACM to be followed.

- On Stillwater campus this section will be signed by a facilities management approved person or contractor. An Asbestos Audit Report shall be submitted with the demolition permit application. Any abatement plan must be submitted with the demolition permit application.
- All other campuses, this section will be signed by the project manager, the project manager will provide an asbestos report/abatement plan for the project when submitting the demolition permit application.

Compliance Question Section

This section consists of 11 questions that will determine what policies, codes or regulations will need to be identified and documentation provided with the demolition permit application. A yes to any of these questions will require documentation to be submitted with the demolition permit application.

- Have all Items/Materials been removed that can be reused or recycled? (OSU Policy 3-0126).
 - If marked yes, enter the date material was removed or deemed scrap by the Assistant Director of Asset Management.
 - If marked no, enter the date that all materials will be removed.
- Have all chemicals and flammable materials been removed?
 - If marked yes, enter the date materials have been removed and EHS will schedule a time to look through the building to ensure the items have been removed.
 - If marked no, Enter the date that the items will be removed so EHS can schedule a time to look through the building to ensure all items have been removed.
- Have all HVAC systems been evacuated of all refrigerants?

- If marked yes, enter that date the removal was completed and include documentation from the company/contactor stating the amounts of refrigerant was removed.
- If marked no, enter that date that all refrigerants will be removed, and recovery documentation will be submitted.
- NPDES/OKR10 stormwater permit required?
 - If marked yes, the completed DEQ Notice of Intent shall be submitted with the permit application. This is required when there will be unstable soil that could be removed from the site by stormwater. This section will require the submittal of a Stormwater Pollution Prevention Plan.
- Is there a emergency generator being removed?
 - If marked yes, any removal of an emergency generator on the Stillwater campus will require modification to the Universities Title V air permit, this modification and will cost the project \$3,000, an account number shall be provided for a CVI charge.
- Have all utilities been disconnected in accordance with local utility requirements?
 - If marked yes, enter the date of disconnection and include documentation of the utilities were disconnected.
 - If marked no, enter the date that all utilities will be disconnected, and applicable documentation will be submitted.
- Is there asbestos/lead present in the building?
 - If marked yes, an abatement/disposal plan will be required to be submitted (OK Statute 27A-2-10-301).
- Will this project require the use of a crane?
 - If marked yes, a full lift plan is required to be submitted.
- Will a Road Closure be required?
 - If marked yes, documentation will be required to show that the road closures have been coordinated and approved by OSU Parking and Transit or the local city government.
- Is proper pedestrian access being maintained or established?
 - A plan must be submitted to show how the pedestrians will be notified that access has been disrupted and how they will be re-directed during the demolition project.
- Will a hot work permit be required?
 - Any work on the job site that creates heat, spark or flame will require the contractor to submit their hot work permit program for review and a hot work permit be issued by EHS on the Stillwater campus and the applicable department/organization on the other campuses.

Approval or Special Requirements

This section will be filled out by EHS.

- Approved for Demolition: Box is checked when the demolition permit is approved.

- Permit for Demolition Denied: Box is checked when the submitted permit is denied and will have a letter stating the reason for the permit is denied.

Project Description/Details Section

This section is for the project description and statement of work. This section will also be used to communicate delays in completing any of the questions and the plan to complete. If additional space is needed the statement of work can be continued in the comments section or provided as a separate document.

Comments Section

This section is for any comments related to the review of the permit application. This section will denote documentation required to be submitted or be available on the job site, this section can also contain precautions that must be followed during the construction process.