Establish a Relationship with the City of Muskogee - Obtain Licenses & Permitting

Establishing a positive, on-going relationships with the City of Muskogee can be a huge asset for you and your business. Knowing who to contact, how best to reach them, and when you need them, can expedite processes required for starting a business and make this step considerably easier. As a Chamber member, we can help you with introductions and connections to the City of Muskogee leadership team.

Here is what we recommend:

The City of Muskogee has a very user-friendly web site. We encourage you to visit www.muskogeeonline.org to find a variety of contacts and information which will be helpful to you.

Contact Information:
There are three individuals within the City of Muskogee Planning Department that will work with you to achieve your goals:

- Gary Garvin, Director of Planning and Community Development
  Ggarvin@muskogeeonline.org

- Tish Callahan, Assistant Director of Planning and Community Development
  Tcallahan@muskogeeonline.org

- Dan Herd, Chief Inspector
  Dherd@muskogeeonline.org

Each of them may be reached by using their email addresses provided above or by calling the Planning Department Office at 918.684.6232.

The City’s Planning Department is located on the third level of Muskogee City Hall (229 W. Okmulgee, Muskogee, OK) just outside of Council Chambers.
New Businesses Moving Into Existing Buildings

A. Code & License Requirements:
Depending on the kind of business you are planning to open, different certificates or licenses could be required. Common examples of these are the Health Department and Alcohol Beverage Laws Enforcement (ABLE) Commission. A complete list of special permits and licenses may be found on Stop #7 of the roadmap.

Muskogee County Health Department
Click here to visit the web site
530 S. 34th St.
Muskogee, OK 74401
Phone: (918) 683-0321
Toll Free: (877) 596-1596
Fax: (918) 683-8053

ABLE Commission
Click here to visit the web site
3812 N. Santa Fe, Suite 200
Oklahoma City, OK 73118
Phone: (405) 521-3484
Toll Free: (866) 894-3517
Fax: (405) 521-6578

B. Certificate of Occupancy
If you are looking at an existing building in Muskogee to open your business, you will need a Certificate of Occupancy. To gain this certificate you will call to make an appointment with Dan Herd, Chief Inspector.

At the time of your appointment, Dan will meet you at the site where you want to open. He will advise you on any changes that need to be made to the property in order to meet required City codes. When all of the requirements are met you will be issued a Certificate of Occupancy.

C. Building Permit
Once you have your Certificate of Occupancy you may apply for a Building Permit. The building permit is a document granting you legal permission to start your project. We have provided you the general steps to the process within this Road Map, however the City of Muskogee web site also outlines the process for obtaining a Building Permit in more detail and with easy to follow instructions.

Click Here to download the City’s Building Permit Application.
Steps to Acquiring a Building Permit:

1. Submit Application
The permit application requires information about your construction permit. Things like address of construction, along with the legal description for the property, the owners name, the contractors name, and architects name (if applicable), and square footage of the structure, must also be provided. The city requires two sets of plans, including a site plan, and any other documentation of the proposed work for review.

2. Review Process
During this process your application will be routed to different departments within the City for their approvals (see flow chart). The normal review time for residential projects is three to five business days. For commercial projects the normal review time is five to ten business days.

3. Issuing the Permit
Once approved by all necessary departments of the City, the permit is ready to be issued. Upon approval of a building permit a permit fee will be collected. To see more about how the permit fee is calculated, click here.

4. Inspection Card
When the permit is issued, you will receive an inspection card that you must keep on site at all times. The inspection card lists inspections required for the project.

Click here to see the list of possible inspections for your business.

The City’s Building Inspection Service can provide you more information regarding application for a building permit and the inspection process. The staff will explain the requirements for applying for permits and assist you with information needed for your project. Building Inspection Services are located at:

505 Columbus Ave Muskogee, OK 74401; 918-684-6251.

Click here to see more about the City of Muskogee’s Business Inspection Process

Links to City Forms for Building Inspection Documents, Code Enforcement Documents, Development Ordinances, and Planning Documents.

Complete list of all City of Muskogee Code of Ordinances

Complete list of City of Muskogee Building Codes
New Businesses Constructing New Buildings

The process of approvals through the City for new construction requires a few more steps prior to receiving your Certificate of Occupancy. In most cases you may have a construction company that is working for you and they will follow all of the necessary steps to meet requirements for a new building.

If you do not have a construction company or contractor working for you, we recommend you contact Gary Garvin at the City of Muskogee to ensure you meet all of the requirements and know the process for new construction.

Gary Garvin, Director of Planning and Community Development
Ggarvin@muskogeeonline.org

GENERAL INFORMATION

Property Plat
A Property Plat gives an accurate description of a section of land as well as the people, things, and access ways on the tract. Plats ensure property owners don’t trespass on another’s property, land for public use remains public, lots comply with zoning rules and restrictions, and all property owners have access to utilities. Plats also control the growth of cities. Most property will have an existing property plat.

City of Muskogee Zoning Ordinance

Historical and Downtown Structures

City Utilities
Water
Sanitation

Grants and Incentives for Building and Expanding in Muskogee
The City of Muskogee and its community partners offer several different new business, building improvement, business expansion, and other location specific grants. For additional information please contact:

Gary Garvin, Director of Planning and Community Development
Ggarvin@muskogeeonline.org

Information within provided by the City of Muskogee and the Greater Muskogee Area Chamber of Commerce and Tourism.
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