



## DEPARTMENT OF COMMUNITY DEVELOPMENT PUBLIC BULLETIN



### New Commercial Tenants — Inspection Required

Prior to occupying an existing commercial space, new tenants or the building owner must apply to the Department of Community Development (DoCD) for an inspection. No fee is required for the initial inspection. The purpose of the inspection is to comply with the requirements of the building and property maintenance codes.

#### How to request an inspection:

The building owner or the owner's new tenant may set up the inspection by calling the City of Guymon at 580.338.3396. The permit technician will schedule the inspection in the GOVMOTUS system which tracks our permits, inspections, and Certificates of Occupancy.

#### Information needed to set up the inspection:

- \* Name, address and telephone number of the building owner AND of the new tenant.
- \* Address of the commercial property to be inspected.
- \* Date and time you wish to have the inspection conducted.  
Note: Inspections must be scheduled at least one working day in advance. If the permit technician is unable to schedule at the time you want, we will let you know right away.
- \* Since the results of the inspection will be available in GOVMOTUS, be prepared to provide us the email addresses and/or phone numbers of the persons you want to be able to access the information. At a minimum, the building owner must be given access. The City of Guymon utility billing department will automatically be provided access to the information when the building or space has passed the inspection.

#### Results of the inspection:

- *Inspection passes.* When it has been determined that the property is in compliance the inspector will file that information in GOVMOTUS where it will be accessible to all persons given permission at the time the inspection was called for.

*Corrections are required.* The inspector will note any property maintenance or building code violations in the GOVMOTUS system. When these have been corrected the information will be placed in the system and application for city utility connections may then be made.

To see the most common reasons corrections are required and options for correction of code violations – who may make them, what permits are required, how much time will be allowed, etc. please see the back of this bulletin.

424 N MAIN STREET, GUYMON, OK ~ (580) 338-3396 ~ WWW.GUYMONOK.ORG

**FIVE MOST COMMON REASONS CORRECTIONS ARE REQUIRED:**

1. Emergency lights fail to come on when the power is turned off.
2. Front door closes too fast – they should take 5 seconds or longer to close from 90 degrees open.
3. Address numbers are not visible from the street or are missing.
4. Lavatory hot water is too hot. It should be 85° F. or less. If you can't hold your hand in it, it's too hot.
5. Stair steps and handrails are loose or broken

**When property maintenance violations are noted:** These must be corrected prior to application for connection to the City of Guymon's utilities. No fee shall be required unless more than two inspections were necessary to verify that the property was in compliance. Where property maintenance violations are observed the following options are available:

a. The owner or the new tenant causes the violation to be abated within the period of time written in the correction notice, the DoCD issues the new occupancy certificate at which time application for connection to the City of Guymon's utilities may be made.

-OR-

b. The new tenant submits a notarized document to the DoCD that shall include:

1. All of the property maintenance violations listed on the correction notice
2. The method(s) the new tenant will be using to abate the violation(s)
3. The period of time within which the violations will be abated
4. Acknowledgment that the DoCD may reject their proposal if it does not meet the requirements of the property maintenance code

-OR-

c. The owner decides not to exercise options a. or b. above and at the expiration of the time prescribed on the correction notice the City of Guymon then:

1. Abates the violation during normal business hours.
2. Calculates the cost of abatement plus any fees and files a lien for that amount against the property.

**When construction without a permit is discovered.** When any unpermitted additions, structural changes, or other construction normally requiring a building permit is discovered, the following options are available:

a. The owner may remove an unpermitted structure and restore the building to the condition for which the original Certificate of Occupancy was issued. A demolition permit is required.

-OR-

b. The owner decides to keep the unpermitted structure, applies for a permit and inspections, and pays the normal fees for the type of permit issued. A Certificate of Occupancy shall be issued noting the changes, whereupon application for connection to the City of Guymon's utilities may be made. Note: Inspections may require the removal of wall sheathing or other materials to verify code compliance – the DoCD shall not bear the cost of any resulting tests or repairs.

-OR-

c. The new tenant decides to keep the unpermitted structure and obtains written permission from the owner to do so. The new tenant then applies for a permit and inspections, and pays the normal fees for the type of permit issued. The DoCD shall then issue a Temporary Certificate of Occupancy and the new tenant may then make application for connection to the City of Guymon's utilities. After inspections are completed a Certificate of Occupancy shall be issued noting the changes. Note: Inspections may require the removal of wall sheathing or other materials to verify code compliance – the DoCD shall not bear the cost of any resulting tests or repairs.

**When changes to the building are required** so that the new occupancy will be code compliant. The following options are available:

a. The owner applies for a permit and completes the changes. A Certificate of Occupancy is issued and the new tenant applies for city utility connection.

-OR-

b. The new tenant applies for a permit and provides a notarized document from the owner giving permission for the changes in the building to take place. The building permit is issued, new tenant's contractor(s) complete(s) the changes, the Certificate the Certificate of Occupancy is issued and application for city utility connection is then made.