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**OKLAHOMA CITY UNIVERSITY**  
**in conjunction with the**  
**Society of Industrial and Office**  
**Realtors (SIOR)**  
**&**  
**The Commercial Real Estate**  
**Council (CREC):**  
**Tulsa Metroplex**  
**Municipal Development Score Card**  
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**OKLAHOMA CITY UNIVERSITY**

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## Introduction

The Steven C. Agee Economic Research and Policy Institute (ERPI) at Oklahoma City University's Meinders School of Business in cooperation with the Society of Industrial and Office Realtors (SIOR) has undertaken this study to evaluate municipalities in the greater Tulsa area with regard to general timetables and the costs/fees for permitting a typical commercial (office) and industrial development project identified in this report. Eight municipalities were included in this study: Bixby, Broken Arrow, Glenpool, Jenks, Owasso, Sand Springs, Sapulpa, and Tulsa.

The ERPI team has compiled this report to provide a helpful starting point for developers in choosing a location for their office or industrial building site within this area. Every effort has been made to provide both accurate figures and correct descriptions of the development process in the municipalities studied. In addition to its value for developers, we anticipate that the directors of the development departments in the cities surveyed herein will use this document to assess their municipalities and ultimately improve the access to data and information for the entire area.

## Methods

### Research Process

We employed the following methodology in collecting our data: We selected the eight municipalities, contacted the departments in charge of city planning and development, informed them that we were conducting a research study on behalf of ERPI, and scheduled a meeting with each of them.

The meetings were usually attended by 2-3 scholars from ERPI, Dr. Steve C. Agee, and the employees of the municipality. Some meetings included a 5-6 person panel on behalf of the municipality while others included only one municipal employee.

Each meeting lasted 30-90 minutes. The scholars started the meetings by introducing themselves and asking the city planning employee(s) to describe the process that is required in order to obtain a building permit for our two hypothetical building plans (office and industrial – see Appendices A and B). From that point, the municipality representative(s) typically took over and gave a detailed description of the entire process. After they finished their explanations, the scholars asked about other specific information that the study required. Each meeting concluded with an exchange of contact information and discussion about follow-up interviews.

After each meeting, the team compiled the notes taken during the meeting and put the pertinent fees into a spreadsheet. The scholars then emailed each municipality the complete set of data that ERPI had tabulated for that specific municipality and asked the city planning department's staff to verify their accuracy in order to avoid any errors or omissions in the data. The confirmed numbers<sup>1</sup> were then placed in this report along with brief descriptions of the meetings and some demographic data about each municipality.

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<sup>1</sup> Broken Arrow and Owasso did not provide us with any follow up confirmation

## Permitting Time

In addition to permitting cost and fee structures, the intent of this study was to determine the time it takes to work through the permitting process, from filing the building permit application to the final issuance of a building permit by the municipality. In many cases, the permitting process involves zoning, platting, or other actions prior to the municipality’s acceptance of a permit application. This study specifically assumes that all the platting, zoning, floodplain, and other issues of this nature were already taken care of and that the only remaining issue was the approval/permitting of the building plans. Based upon these rather restrictive assumptions, our study found that permitting times varied from one to eleven weeks for the eight municipalities in our survey. However, ERPI also researched “actual” building permits in the City of Tulsa; that is, real applications filed for building permits in Tulsa, the date of those filings, and the final date of building permit issuance. The actual permitting time table (Figure 5, page 10) shows a comparison of the “estimated” permitting time provided for us by Tulsa’s development officials versus the “actual” permitting time as determined by our research of “real world” permits that have been submitted and approved in Tulsa.

We took a random sampling of 30 building permits in order to ensure normal distribution. The average time for obtaining a building permit represents the intervening time between application and issuance. The number of each permit corresponds to the date the permit application was submitted (the higher the number, the later the date of submission). In Tulsa, permits issued over the past 3 years correspond to numbers between 100,000 and 185,000, so we selected the commercial building permits corresponding to random numbers within the stated range.

## Assumptions

For consistency, we have assumed a 1½” water line and a 4” sewer line where applicable. The office building is a three-level office complex with a total area of 50,188 gross sq. ft. The industrial building is a one-level warehouse with a total area of 114,402 gross sq. ft.

	<b>Office</b>	<b>Industrial</b>
<b>Gross Square Footage</b>	<b>50,188</b>	<b>114,402</b>
<b>Lot Surface Area (Acres)</b>	<b>3.8</b>	<b>7.43</b>
<b>Impervious Surface (Sq. Ft.)</b>	<b>142,230.5</b>	<b>306,302.2</b>
<b>Curb Cuts</b>	<b>2</b>	<b>2</b>
<b>Declared Valuation (Per Sq. Ft.)</b>	<b>\$160</b>	<b>\$50</b>
<b>Total Declared Valuation (Millions)</b>	<b>\$8.03 Mil</b>	<b>\$5.72 Mil</b>

**Table 1: General information regarding the building plans**

In executing this study, ERPI has assumed that the zoning and platting for these hypothetical development plans were already complete. This assumption has proven problematic at times, as some of the fees were associated with this stage of the project rather than the building permit stage.

The tables presented below (Tables 2 and 3, pages 6-8) depict the costs and fees associated with the office and industrial buildings identified in Appendices A and B. For ease of reading, some of the separate fee categories have been combined into groups. Detailed spreadsheets of the fees are listed in

Appendices C and D. We have also included some of the optional fees. For example, in some cases, the municipalities allow the developer to build his own storm-water detention facilities or sidewalks; other times, the developer may opt to pay a fee and have the city provide these services. The sidewalk fees have been included due to the fact that the developer may not have a choice and will be required to pay the direct fees.

## Observations

### Stormwater Detention

In the course of visiting each municipality, ERPI discovered several issues that prove pertinent to the nature of the study. First, stormwater detention and flood plains are a major issue in most of these cities. Due to the general landscape of Oklahoma, floodplains are a particularly relevant factor. Several of the municipalities in this study have a significant portion of their developable land contained within a floodplain which restricts the possibility of developing residential structures. These municipalities provide various ways to overcome this problem. The standard method is to raise the structure above the floodplain level. Other solutions included an earth changing permit (involving lengthy paperwork), widening the riverbed, and creating a mixed retail/residential building with the retail portion on the ground floor and residential above.

The municipalities were also concerned with stormwater detention and drainage on the development site and normally charge detention fees based on impervious surface area. Two courses of action were available, sometimes at the choice of the developer, but more often at the discretion of the municipality's development officer: (a) provide onsite detention or (b) pay a fee in lieu of onsite detention in order to use a regional detention pond. Bixby and Tulsa were the only two municipalities in this study which offer this fee in lieu option. We excluded this fee in lieu of onsite detention from the overall municipal comparisons in order to refrain from penalizing the cities that require the fee for having a better-organized detention system. However, we have included those fees in Figure 1 for simple comparison.

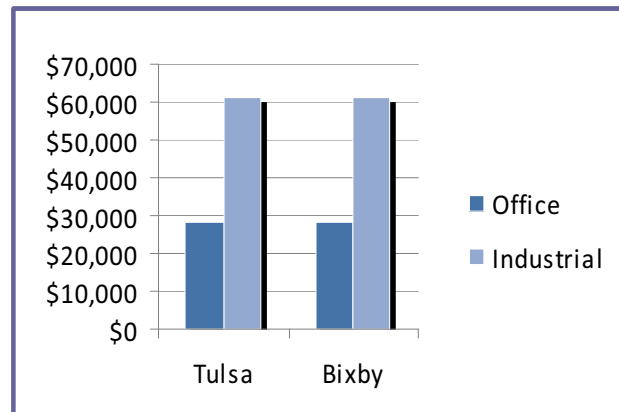


Figure 1: Detention Fees for Bixby and Tulsa

### Municode.com

Early in our study, we learned that many Oklahoma municipalities have their municipal codes on [www.municode.com](http://www.municode.com). The Economic Research & Policy Institute at OCU conducted a similar “Municipal Study” in and around the Oklahoma City metroplex and found that all eight municipalities studied had placed information about their permitting fees and process on municode.com. However, this was not the case for the municipalities researched in the Tulsa area. Broken Arrow was the only municipality we studied in the Tulsa area that listed their data on municode.com. Each municipality in our study typically kept at least a portion of the pertinent data on their own website, but we encourage the Tulsa

municipalities to join the effort to provide current information and transparency to their permitting process by providing relevant information to municode.com. We also highly recommend that any developer visit municode.com to determine if the municipality of interest is listed. Additionally, they should visit the municipality's website in order to verify numbers and to obtain any changes or updated information regarding fees and permitting requirements.

### **Permitting Process**

Another issue that emerged during the course of our study was the large variance between municipalities regarding the order of steps in the permitting process. Some municipalities take a very short time to approve a building plan because the other permits have already been taken care of in the zoning and platting stages of the process, while others use consolidated procedures which require all of the permits to be approved and issued together as part of the general permitting process.

It became obvious through our interviews that every municipality covets sales taxes generated by retail sales. Several municipalities discourage industrial development but will provide economic incentives for retail development in order to increase sales tax revenue.

In general, most of the municipalities were very accommodating and went out of their way to help us in our study. Some meetings were spent with the heads of the planning departments who were able to brief us on the exact details, while other meetings consisted of a mock preplanning meeting with the municipality's development team. Both formats were helpful and informative and we received pertinent information from each. Appendix F lists contact information for all the participants involved.

### **Disclaimer**

In the compilation, processing, and preparation of this report, every attempt has been made to offer current, correct, verifiable, and clearly expressed information. However, since inadvertent errors can occur and since relevant laws, regulations, and fees often change, the information contained herein may be neither current nor accurate. The data and information included in this report are provided in good faith and a reasonable effort has been made to ensure that this data and information are both accurate and current as of the date of the completion of the study.

The intent of this study is to provide the reader with a general overview of the office and industrial market within the eight municipalities surveyed from the perspective of a developer or builder interested in understanding the fee structure and the permitting process of the participating municipalities. Nothing in this report is intended to suggest professional advice and it is not intended to provide a comprehensive or complete analysis of the issues discussed herein. It should be specifically understood that this report does not and should not be interpreted as endorsing or criticizing any municipality.

Oklahoma City University (OCU), the Meinders School of Business (MSB), the Economic Research & Policy Institute (ERPI), and the students and faculty at OCU hereby disclaim any liability and shall not be held liable for any damages including without limitation, direct, indirect, or consequential damages

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## Commercial Office Development Survey Summary

### Office Permitting Fees<sup>2</sup>

Building Permit related fees	Bixby	Broken Arrow	Glenpool	Jenks	Owasso	Sand Springs	Sapulpa	Tulsa
Basic Building Permit Fee	4,282.33	4,867.86	3,764.10	10,625.00	2,423.46	3,011.28	3,816.10	21,669.50
Plumbing, Electrical, and Mechanical	300.00			21,250.00	1,505.64	655.00		884.00
Miscellaneous Other Permitting Fees <sup>3</sup>		25.00	3,011.28		2,512.52	650.00	37.00	90.00
Utilities Fees			2,007.52			200.00		500.00
<b>Landscaping, Streets &amp; Storm Water</b>								
Sidewalk Fee								150.00
Other Related Fees <sup>4</sup>				125.00		125.00	120.00	
<b>Water &amp; Sewer</b>								
Water Supply Fees	341.00	2,380.00	2,900.25	1,107.00	1,500.00	25.00	1,037.00	210.00
Sewer Fees	150.00	25.00		200.00	400.00	25.00	1,000.00	
<b>Total</b>	<b>\$5,073.33</b>	<b>\$7,297.86</b>	<b>\$11,683.15</b>	<b>\$33,307.00</b>	<b>\$8,341.62</b>	<b>\$4,691.28</b>	<b>\$6,010.10</b>	<b>\$23,503.50</b>

Table 2: Breakdown of fees required for office building permit

<sup>2</sup> Based on Office Site and Building Plans identified in Appendix A

<sup>3</sup> Miscellaneous Other Permitting Fees include Capital Improvement, Inspection, Re-inspection, Site Review Meeting, Processing/Plan Review, Occupancy, Economic Development, Subcontractor and Accessory Building

<sup>4</sup> Other Related Fees include Fence, Curb Cut, Land Disturbance and Transportation Impact

### Total Fee Comparison (Office)

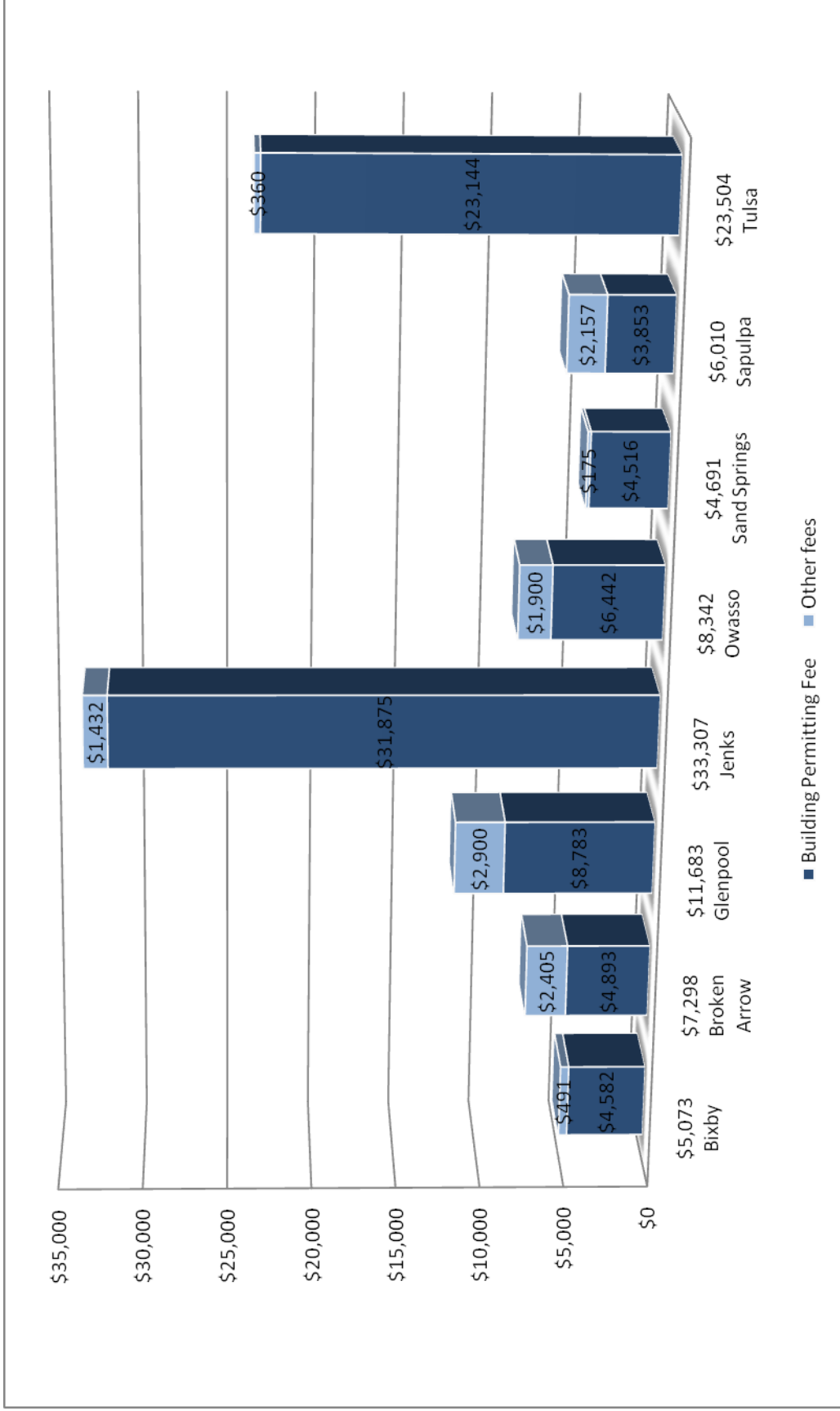


Figure 2: Fees in the Tulsa metroplex. Other fees include all the fees not mentioned specifically

## Industrial Building Development Survey Summary

### Industrial Permitting Fees<sup>5</sup>

Building Permit related fees	Bixby	Broken Arrow	Glenpool	Jenks	Owasso	Sand Springs	Sapulpa	Tulsa
Building Permit	\$8,705.15	\$10,968.19	\$8,580.15	\$7,400.00	\$5,313.09	\$6,864.12	\$8,680.15	\$15,548.00
Plumbing, Electrical, and Mechanical	300.00	147.00		14,800.00	3,432.06	655.00	74.00	884.00
Miscellaneous Other Permitting Fees <sup>6</sup>	707.41	60.00	6,864.12		425.00	850.00	627.00	4,765.67
<b>Landscaping, Streets, and Stormwater</b>								
Sidewalk Permit Fee								150.00
Other Related Fees <sup>7</sup>						125.00		
<b>Water &amp; Sewer</b>								
Water Supply Fees	583.00	4,760.00	1,076.25	1,082.00	1,500.00	25.00	2,287.00	210.00
Sewer Fees	600.00	25.00	200.00	200.00	400.00	25.00	1,000.00	
<b>Total</b>	<b>\$10,895.56</b>	<b>\$15,960.19</b>	<b>\$16,720.52</b>	<b>\$23,482.00</b>	<b>\$11,070.15</b>	<b>\$8,544.12</b>	<b>\$12,668.15</b>	<b>\$21,557.67</b>

Table 3: Breakdown of fees required for industrial building permit

<sup>5</sup> Based on Industrial Site and Building Plans identified in Appendix B

<sup>6</sup> Miscellaneous Other Permitting Fees include Capital Improvement, Inspection, Re-inspection, Site Review Meeting, Processing/Plan Review, Occupancy, Economic Development, Subcontractor and Accessory Building

<sup>7</sup> Other Related Fees include Fence, Curb Cut, Land Disturbance, Storm water related fees and Transportation Impact

**Total Fee Comparison (Industrial)**

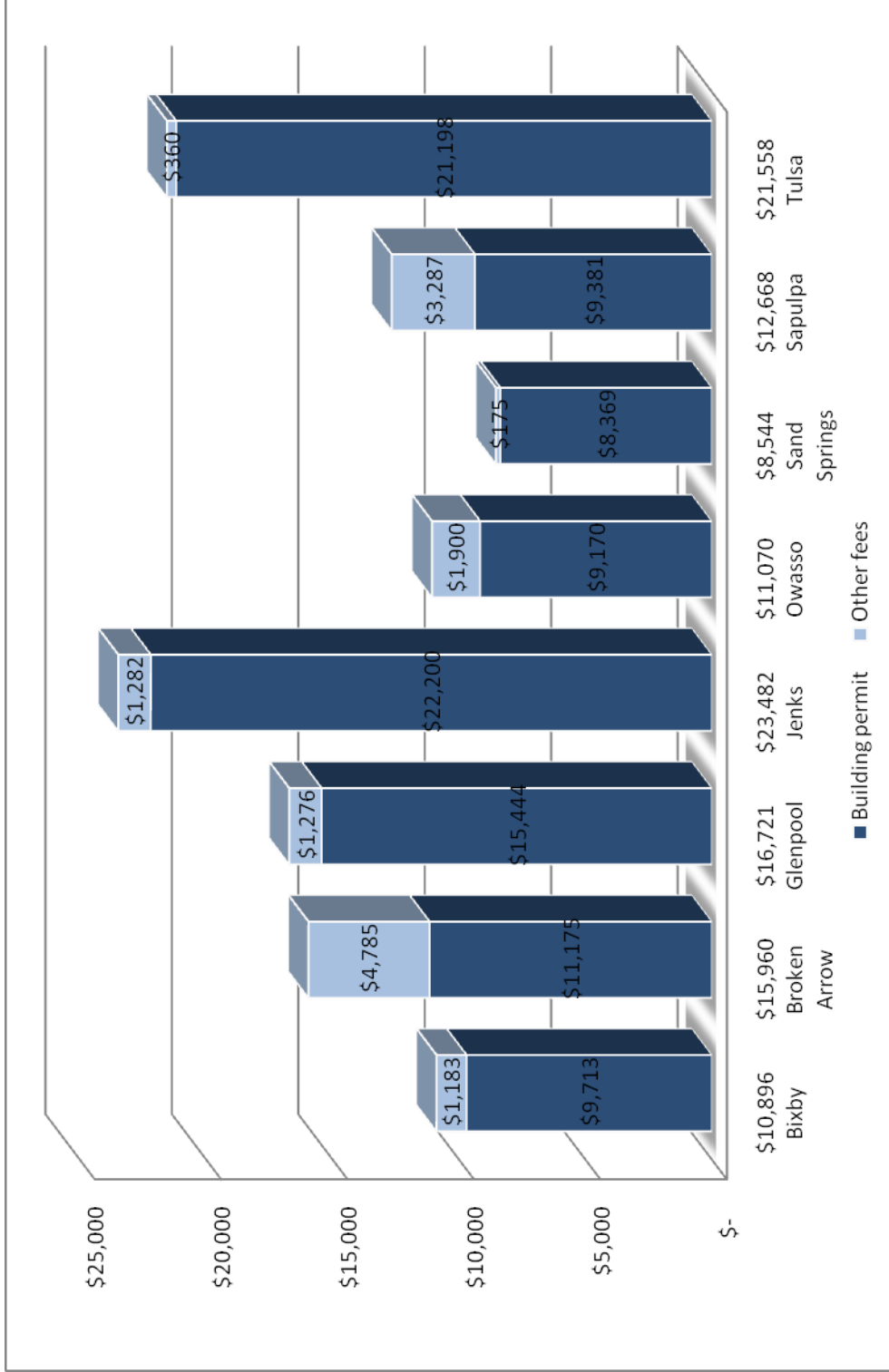


Figure 3: Other Fees include anything not directly associated with the building permit fee

### Total Time Comparison (Office and Industrial)

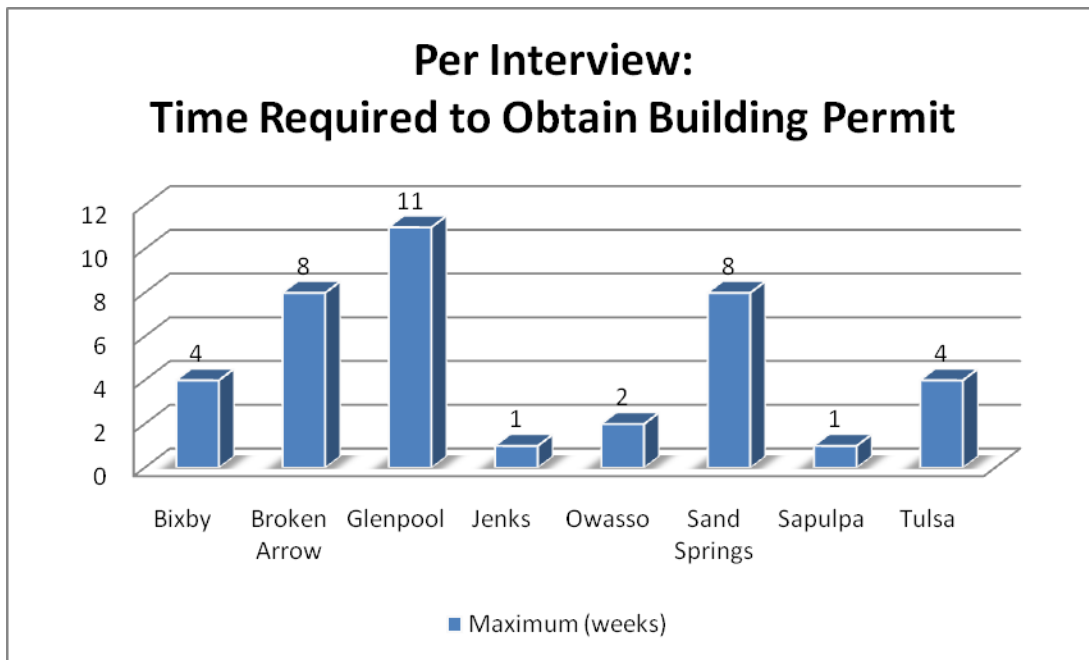


Figure 4: Permitting timetable organized by maximum expected permit time

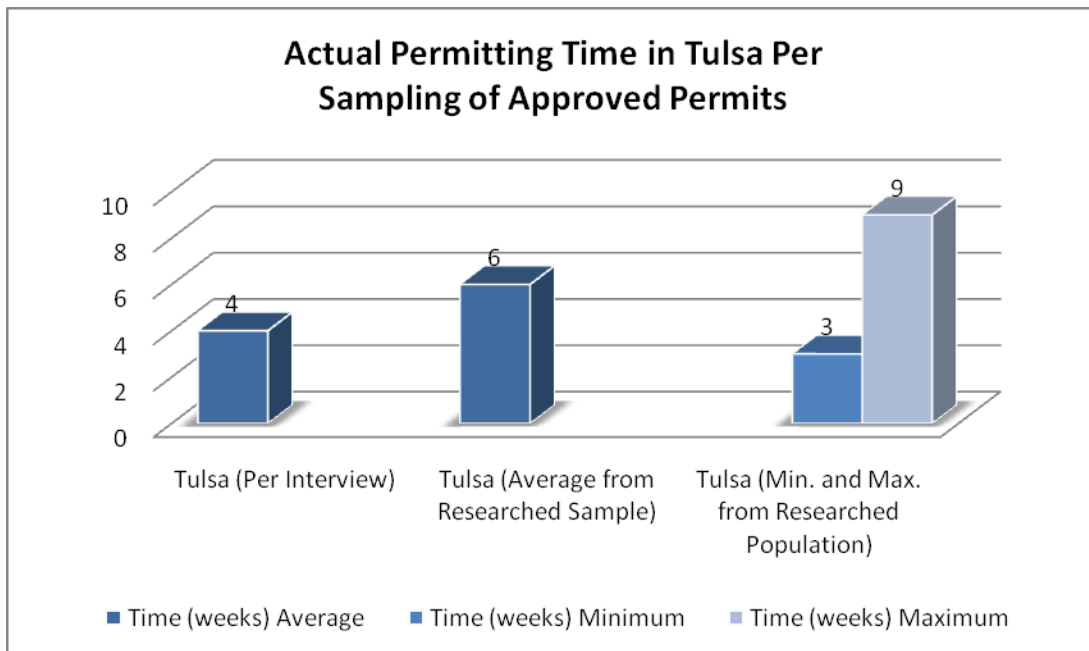


Figure 5: Timeline comparing received data and researched data. The 6 week column represents the average of the 30 permits in the sample. With a 95% confidence interval, the population's average will fall between the minimum and maximum represented on the graph.

## Individual Observations for the Municipalities

### Bixby

When we arrived in Bixby, the City Hall was recuperating from some recent flooding. We were taken to the city planner's office where we had a very informal meeting with Erik Enyart, City Planner. Mr. Enyart retrieved some of the answers for our questions from the city website. Even with the website, there was still a large amount of information that we were missing. He later referred us to Donna Crawford, Community Development Director, who provided us with a fee sheet and was able to quickly answer all of our additional questions. Ms. Crawford was very helpful and provided us with all the information requested.

### Broken Arrow

In our meeting with the Broken Arrow Development Services Department, we were welcomed by Michael Skates, Development Service Director, and two of his colleagues. Our initial discussion was open and relaxed. They quickly informed us that Broken Arrow is interested in private development rather than government development. Broken Arrow appeared to be very organized and was flexible in taking care of our needs. They were thorough, approachable, and very willing to assist us. We obtained the majority of the information we needed during this meeting, but were unable to confirm our estimated numbers with the municipality officials.

Broken Arrow is a fast growing city that has experienced a significant increase in office permits over recent years. They expressed that their intent was to increase sales tax revenue. They also informed us that they had clear plans about further developing their storm water detention areas.

The site plan is evaluated by a team of four: the project co-coordinator, the storm water engineer, the mechanical engineer and the fire marshal. The site plan application requires 4 hard copies and a PDF file.

### Glenpool

During our visit, the city offices of Glenpool were undergoing some minor construction. We met with Stan Ewing, Community Development Director/Assistant City Manager. He was very excited about several new development projects taking place in Glenpool. He was very knowledgeable and able to answer any questions we had. Glenpool has substantial office development blossoming on the HWY 75 and HWY 117 corridor and the property value in that area has gone up substantially in the last 10 years. Glenpool's development planning offices are moving to a new facility in the next couple of years.

### Jenks

In Jenks, we met with Robert Bell, Planning Director. He briefly explained some of the policies that municipalities generally follow. He addressed Planned Unit Developments (PUDs), clarified why cities must have a strong industrial base, and shared plans for Jenks' future development.

Mr. Bell also explained how Jenks is working to overcome their problem with flood plains. Each situation is dealt with differently, and they are constantly incorporating new strategies to overcome

additional obstacles that arise. He also explained to us that Jenks already has a healthy industrial base. Thus, at this time, the main focus in Jenks is on residential development and the associated value added by those developments relative to over-expansion of the industrial base.

Compiling the specific permitting information from Jenks was somewhat difficult. We were informed that we would be able to retrieve the information from their website; their current permitting information was not posted on their website, however, so we tried to contact the planning office by telephone and email. Our efforts in this area initially did not yield any results, but eventually, after a little subtle pressure by Dr. Agee, Robert Bell was kind enough to take the time to provide us with the complete list of fees required.

### Owasso

Upon our arrival, we were immediately escorted into the board room with a sense that this was to be a very important meeting. We were met by Chelsea Harkins, Director of Economic Development; Daniel Dearing, Civil Engineer; Brian Dempster, Building Inspector; Larissa Darnaby, City Planner; the Fire Marshal, and the Assistant City Planner. This was the largest group of city officials that we met with during our entire study. They were each professional and very knowledgeable in their fields. There were several policies unique to Owasso, one of which was that they required 15 large print copies of the building plans. This was somewhat unusual as most municipalities required only three or four. Another peculiarity was that, other than sidewalks, Owasso had fairly minimal landscaping requirements. They seemed to be satisfied that most developers had sufficient landscaping requirements of their own and didn't need any additional restrictions.

### Sand Springs

We met with Terry Walters, Director of Economic Development, in the city council chambers. The meeting provided us with basic information about the process of obtaining a building permit. Sand Springs is looking for a combination of office and industrial growth, and they emphasized how, in their view, the two work together.

After the initial interview with Mr. Walters, the Honorable Robert Walker, City Mayor, gave us an overview of Sand Springs' economic development plan. Sand Springs plans to annex some of their expansive fence line in the near future. Among other things, Mayor Walker also mentioned that Sand Springs recognizes that there are some areas in which they cannot compete with Tulsa, so they have focused on building a mutually beneficial relationship which should help foster growth in Sand Springs.

Sand Springs issues both industrial and office plan permits in less than 9 weeks. Everyone in the city office was very helpful and willing to work with us.

### Sapulpa

In Sapulpa, we were welcomed very graciously by Ted Fisher, Economic Development Director, and Farley Fisher, Building Inspector. They communicated to us that they are working to build the "quality of life" for their citizens and are very open to developers. They have a particular interest in office and retail development and work especially hard to attract developers in this area. Industrial development

is also welcomed, but not on such a high level. One material problem Mr. Fisher identified was the rough rock formations found just below the surface of the ground in the Sapulpa area. This makes the cost of digging foundations, sewer lines, and water lines, an issue for any new development projects in Sapulpa.

Three sets of plans must be submitted to Sapulpa for distribution to the Engineering Department, Fire Marshal, & Planning Commission. Per our interview, it can take up to one week to receive a building permit. Fast tracking depends on hydrology. If the site is flat and has no drainage concerns, they are sometimes able to issue a building permit the next day.

## Tulsa

The permit office was very busy when we arrived because they were in the middle of relocation and everyone was in the process of moving their offices. In spite of this, they were still very willing to meet with us and were able to locate most of the necessary materials that we requested. We estimated the appropriate fees based on a 2004 booklet they gave us, but our best efforts to contact the municipality to retrieve their newest figures were left unanswered.

We were greeted by Harold Tohlen, Infrastructure Development Manager; James Mitchell, Plans Examiner; David Steele, Senior Engineer; Terry Whiteley, Assistant Fire Marshal; and Paul Enix, Building Plans Examiner. They were very positive in the way they dealt with storm water detention and flood plains. They also had a unique way of calculating building permits which used *the value* of the building rather than the square footage. Tulsa's development office gave us the impression that it is always searching for ways to improve its processes by making them more efficient and user-friendly.

## Demographics

Municipalities were contacted regarding demographic information for their area. We received partial information from several of the municipalities, but most of our data was retrieved from Sperling's Best Places database and approved by the individual municipalities.

We included demographics in the study so that the fee schedules could be coupled with numbers from each individual municipality indicating population growth, spending habits, and living situations for better decision-making. Included is a table of the demographics for the collective municipalities in the Tulsa area as well as graphs highlighting key numbers.

## Demographic Information

	Bixby	Broken Arrow	Glenpool	Jenks	Owasso	Sand Springs	Sapulpa	Tulsa
<b>General Demographics</b>								
Population	21,000	92,256	9,412	14,123	24,938	18,246	82,850	389,536
Growth Rate from 2000-2007 (%)	6.60%	17.97%	12.54%	48.00%	34.79%	5.00%		-3.00%
Population Density (Per Sq. Mile)			666.2	666.2	1,844.4	934.2	1,028.5	2,152.2
Number of Households	7,185	25,553	3,167	5,132	8,900	6,907	30,908	92,669
Unemployment Rate (%)	4.1%	2.8%	4.1%	4.1%	4.1%	4.1%	4.7%	4.3%
Median Household Income	\$60,330	\$63,531	\$49,491	\$71,147	\$55,617	\$44,759	\$42,863	\$38,270
Per Capita Income	\$28,687	\$27,907	\$20,122	\$28,771	\$23,240	\$21,581	\$19,698	\$25,928
City Fence Line (Sq. Mi.)	25	45.6	9.3	25	10.1	22	18.7	186.8
<b>Housing</b>								
Median Home Price	\$230,000	\$184,200	\$99,900	\$235,400	\$214,900	\$126,500	\$127,500	\$147,500
Home Ownership (%)	70.3%	76.87%	78.73%	81.02%	68.06%	69.6%	66.1%	51.63%
<b>Tax Structure</b>								
Property Tax Millages (per \$1000)	110.44	115.38	107.70	117.08	106.13	110.08	110.00	110.45
Total Sales Tax Rate (%)	8.52%	8.52%	9.52%	8.52%	8.52%	9.02%	9.52%	8.52%
Municipality Sales Tax Rate (%)	3.5%	3%	4%	3%	3%	3.5%	4%	3%
Municipality Sales Tax Collection	\$6,629,332	\$26,935,519	\$2,064,857	\$3,886,781	\$15,349,648	\$9,152,669	\$10,962,183	\$193,943,309

Table 4: Municipal Demographic Information

## Comparison of Demographic Indexes

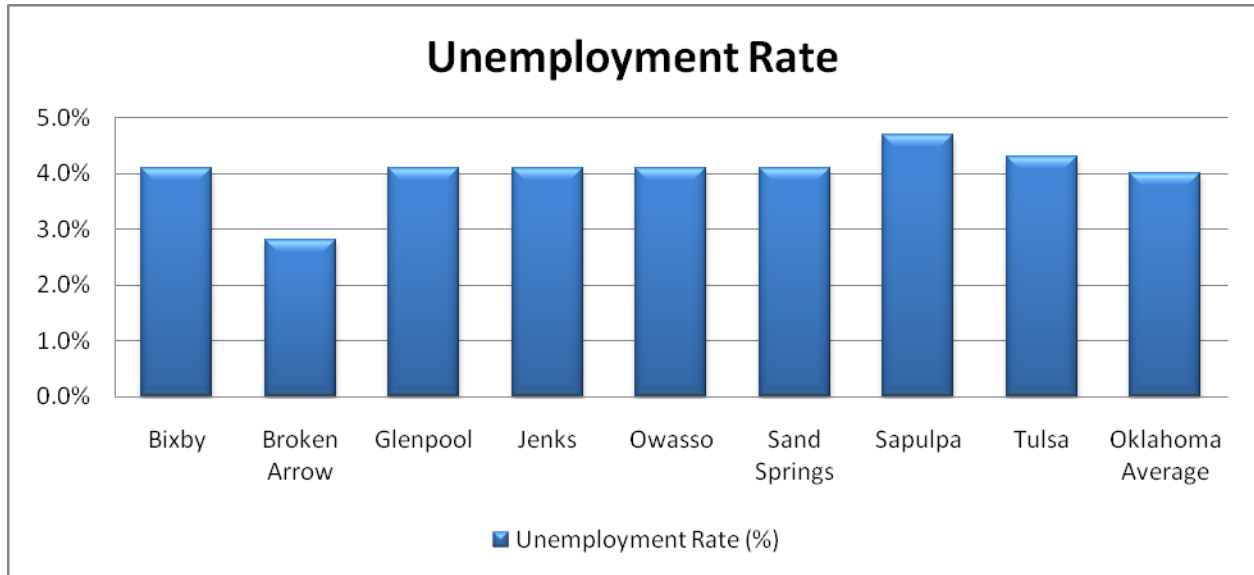


Figure 6: 2007 unemployment rates stated as percentages. Numbers for Broken Arrow and Tulsa are from the Oklahoma Department of Commerce’s 2007 American Community Survey. Numbers for the remainder of the municipalities are from Sperling’s Best Places database.

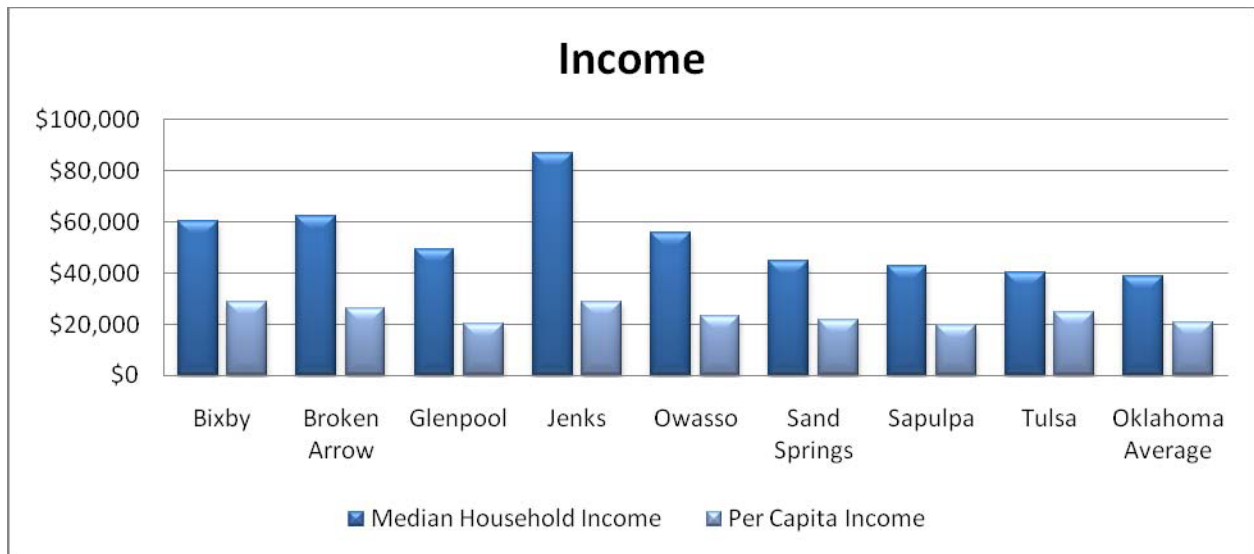


Figure 7: 2007 income numbers. Numbers for Broken Arrow and Tulsa are from the Oklahoma Department of Commerce’s 2007 American Community Survey. Numbers for the remaining municipalities are from Sperling’s Best Places database.

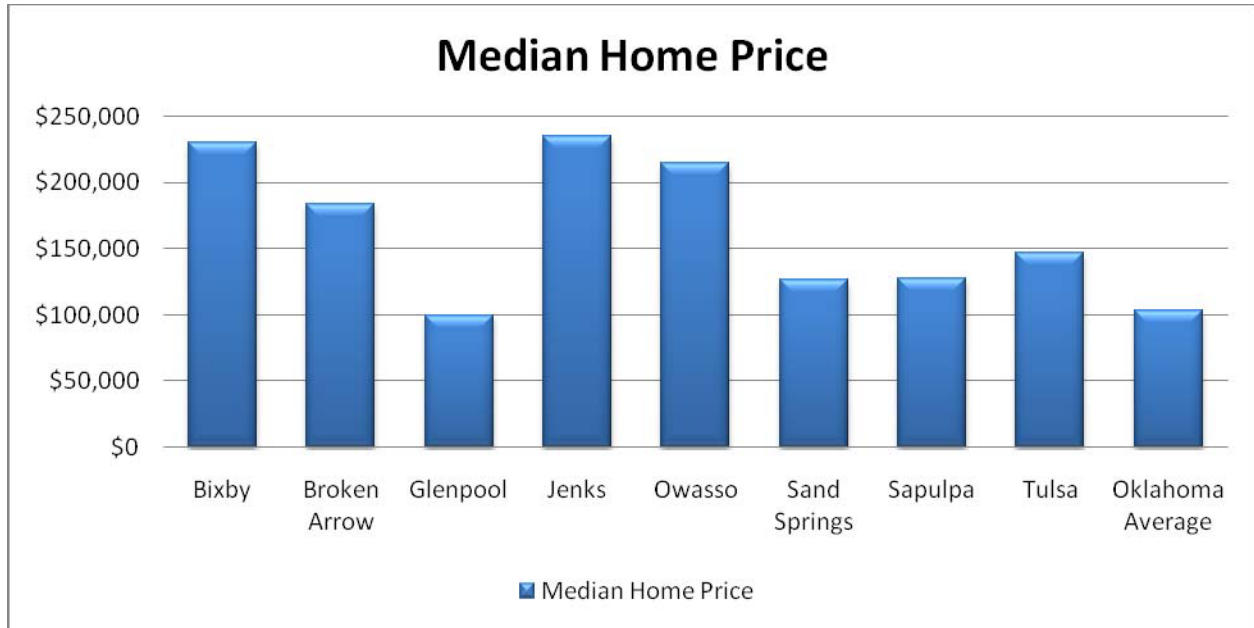


Figure 8: 2007 median home prices. Source: Sperling's Best Places database.

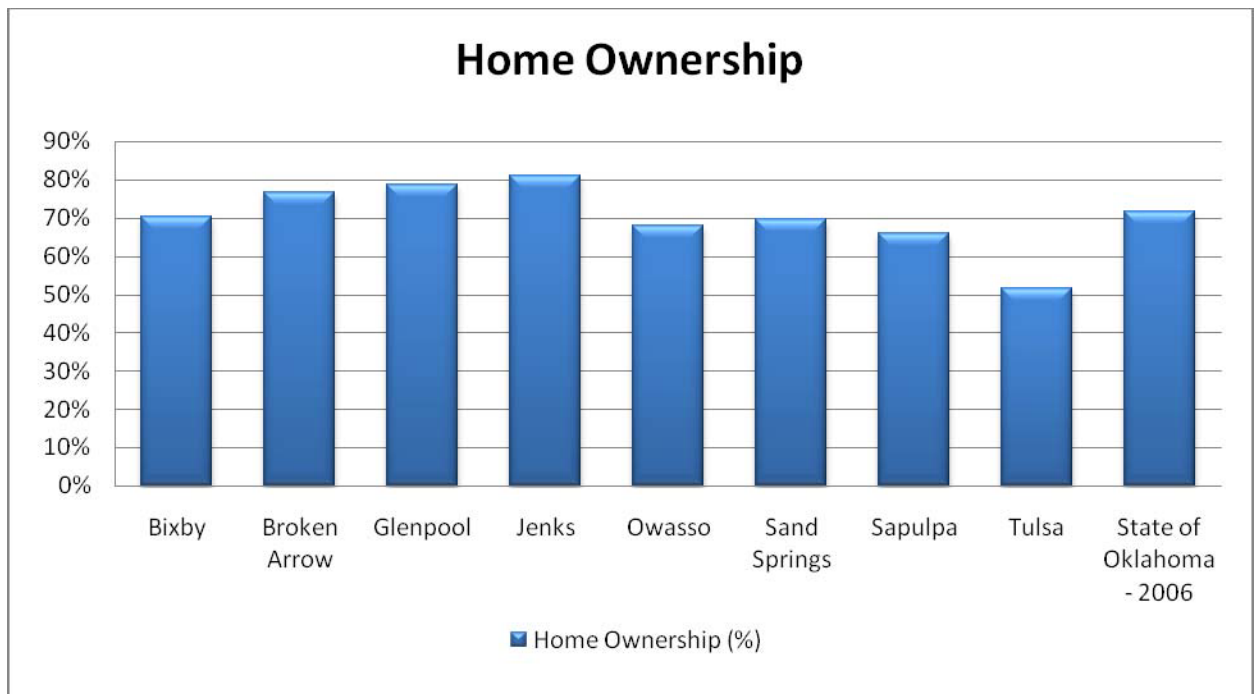


Figure 9: 2007 home ownership percentages. Source: Sperling's Best Places database.

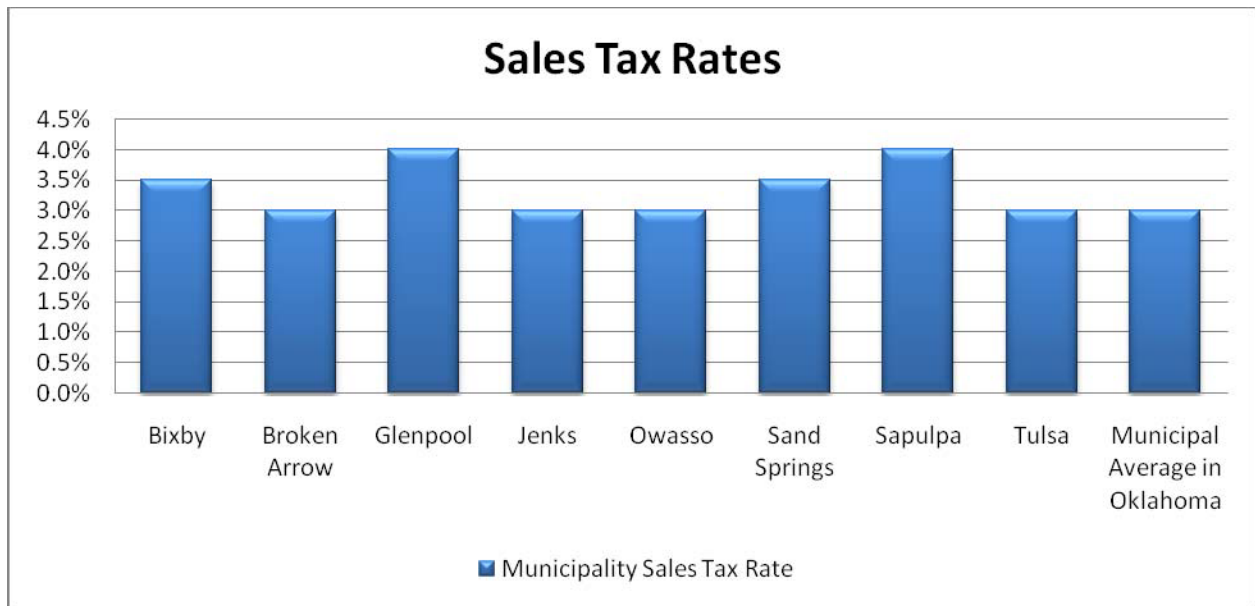


Figure 10: 2007 municipality sales tax rates. Source: Oklahoma Tax Commission.

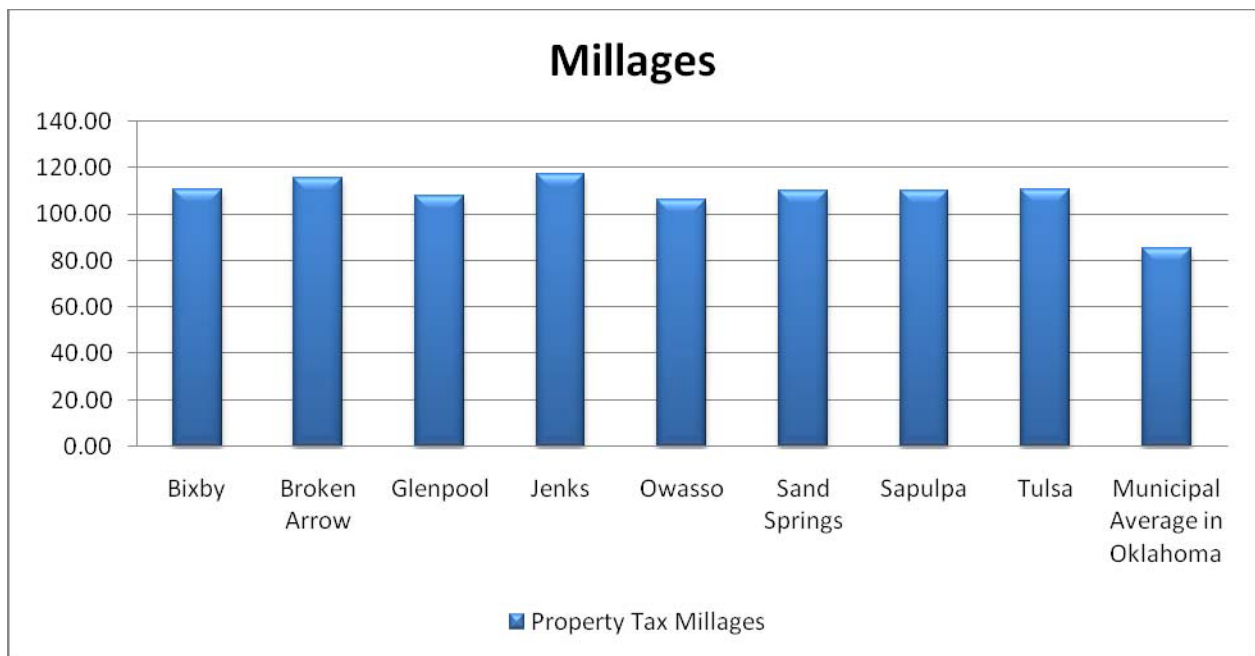


Figure 11: Amounts represent millages used in calculating the property tax rate.

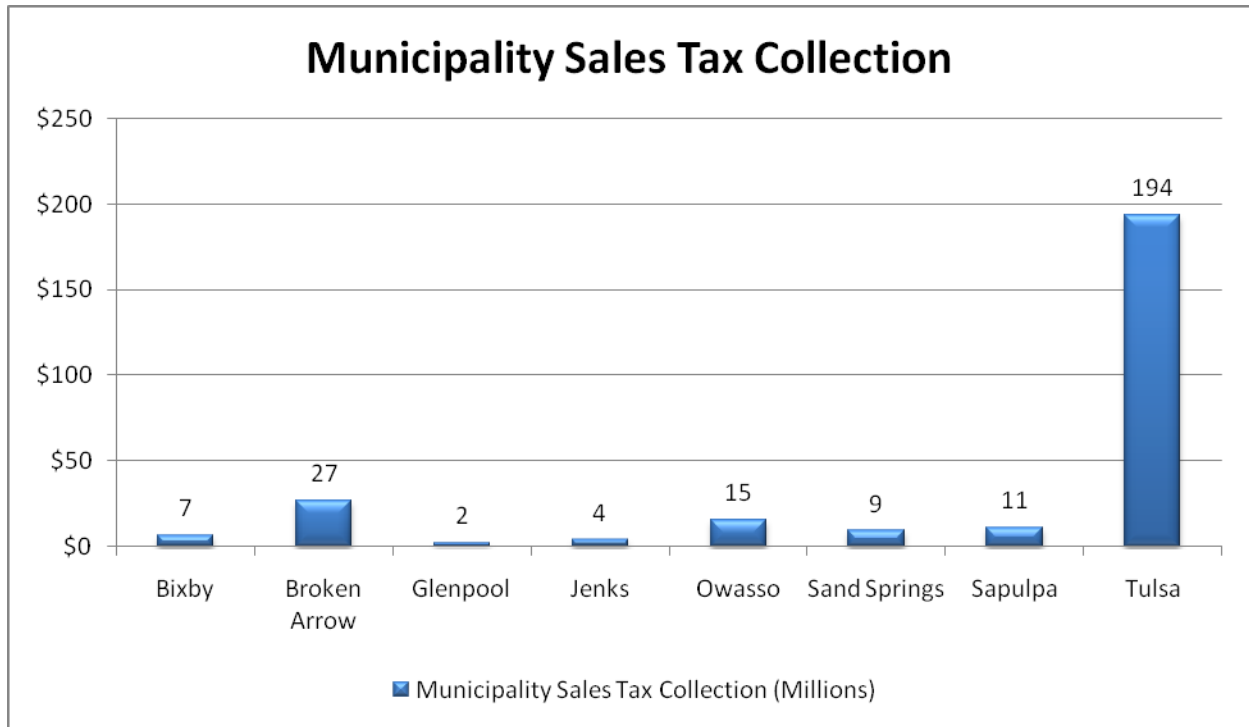


Figure 12: July 2007 – June 2008 city sales tax. Numbers gathered using the city sales tax collected by the Oklahoma Tax Commission.

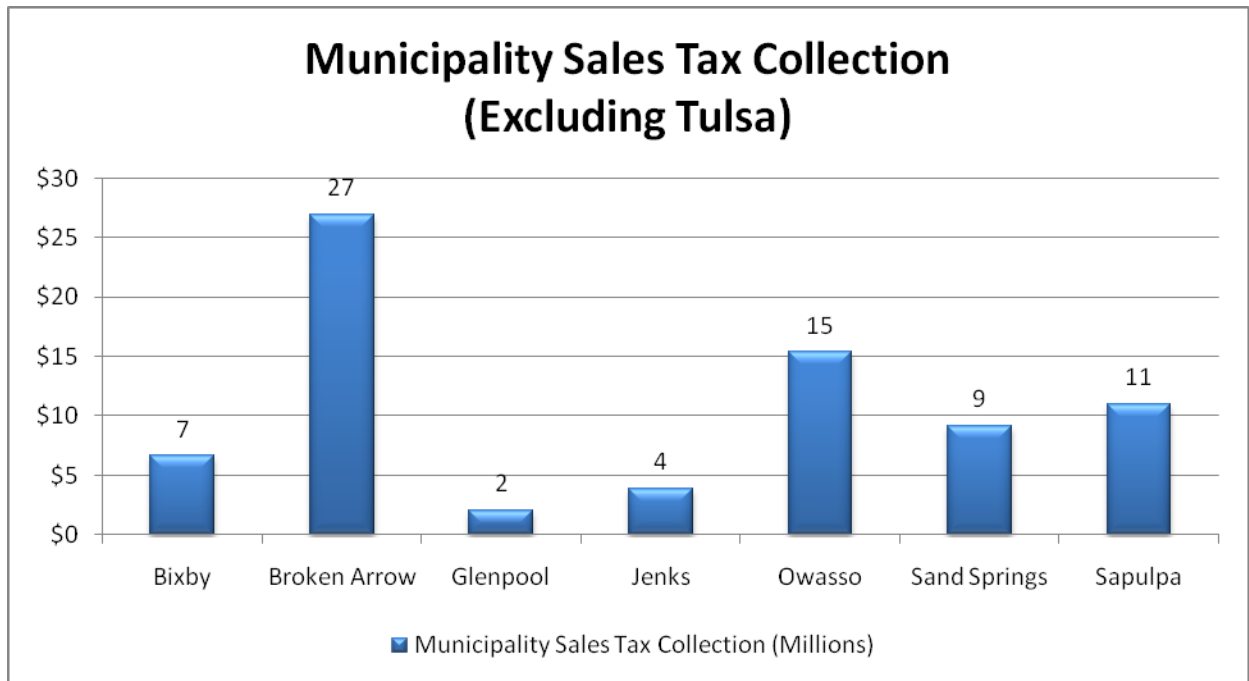
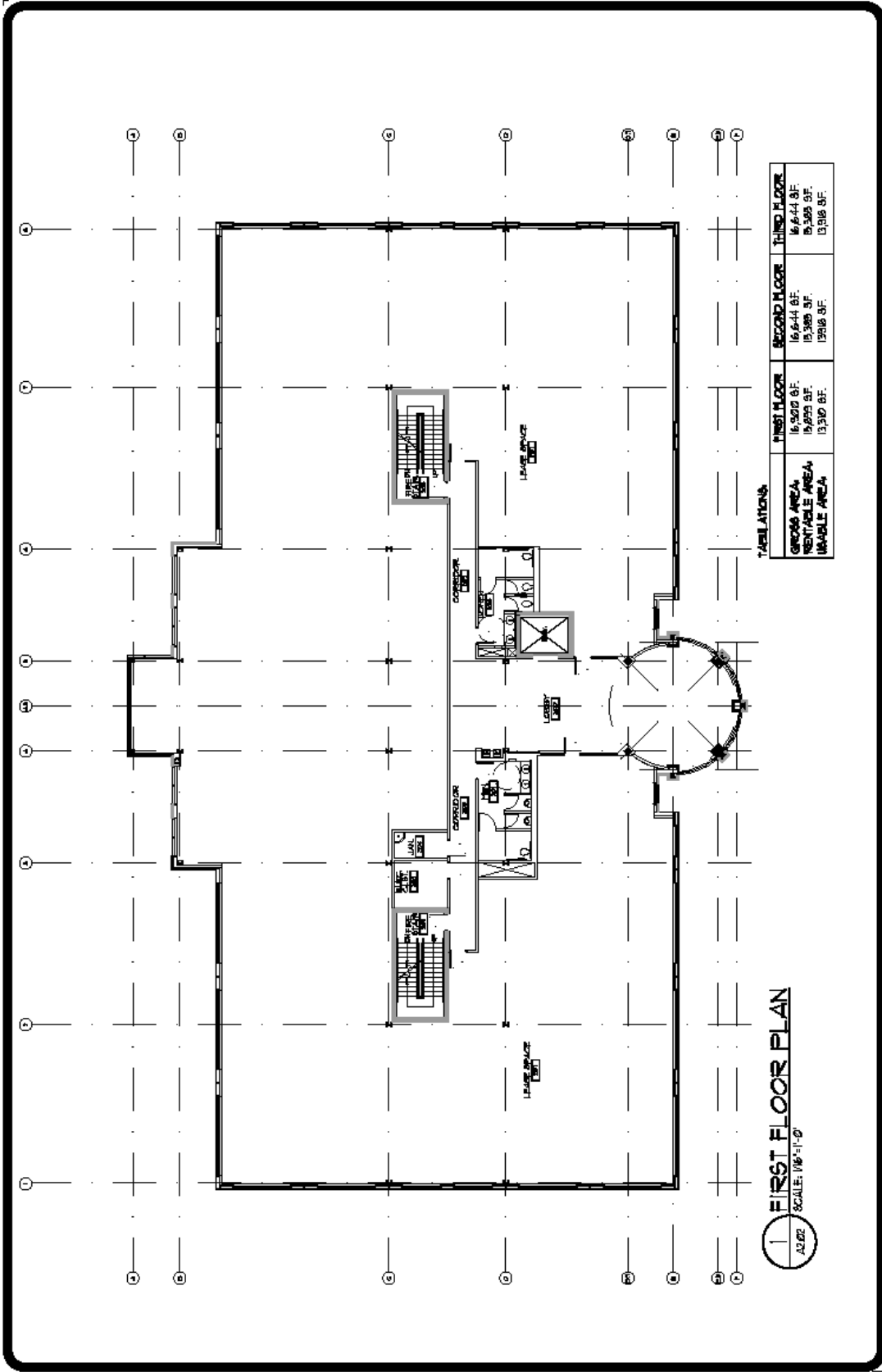


Figure 13: July 2007 – June 2008 city sales tax. Numbers gathered using the city sales tax collected by the Oklahoma Tax Commission.

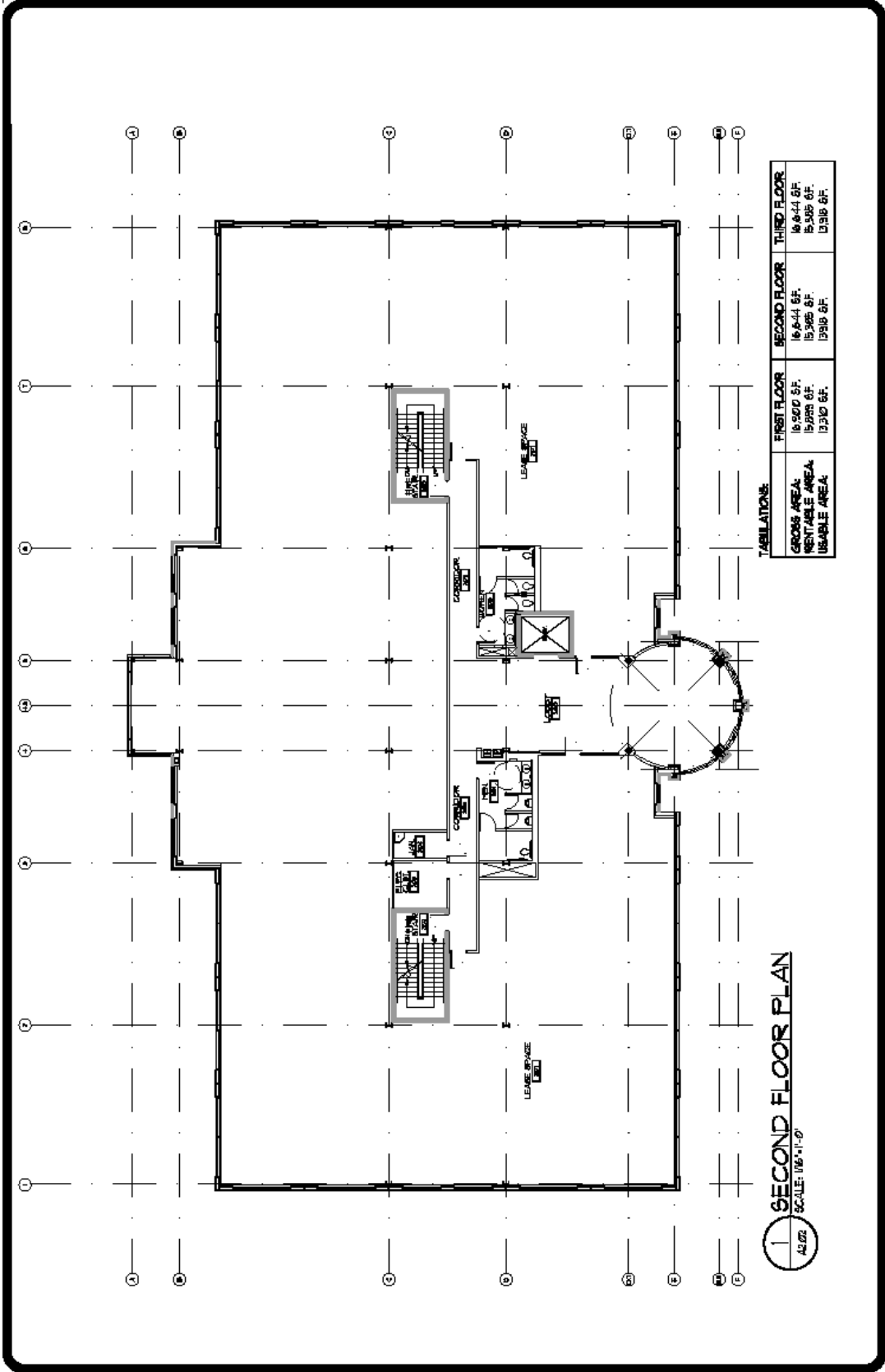




TABELATIONS

	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR
OFFICE AREA	16,900 SF.	16,644 SF.	16,644 SF.
RESTAURANT AREA	19,899 SF.	19,389 SF.	19,389 SF.
LABORATORY AREA	13,300 SF.	13,818 SF.	13,818 SF.

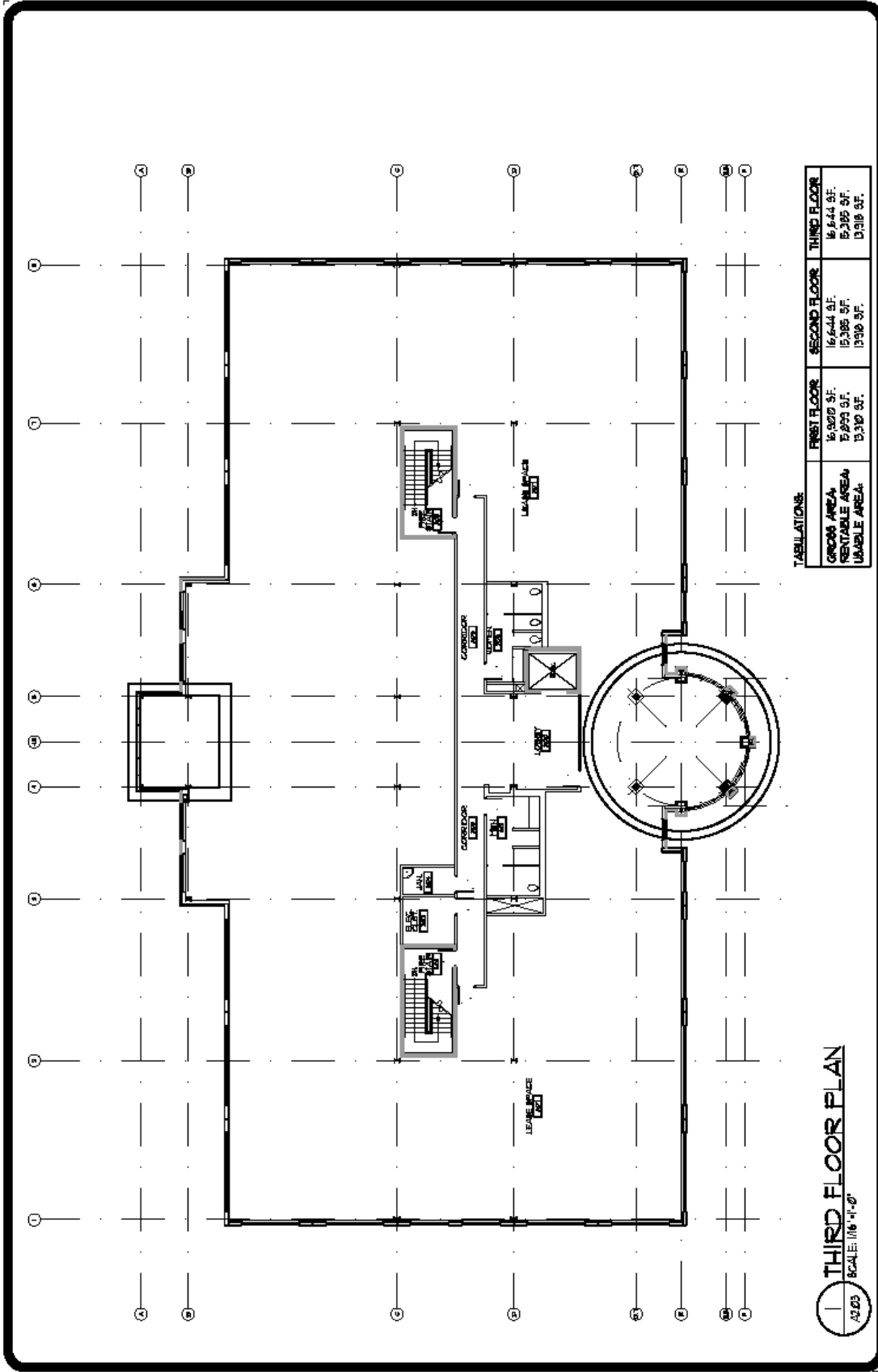
**1 FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**1 SECOND FLOOR PLAN**  
SCALE: 1/8"=1'-0"

**TABULATIONS:**

	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR
GROSS AREA:	16,500 SF.	16,644 SF.	16,644 SF.
RENTABLE AREA:	15,000 SF.	15,905 SF.	15,505 SF.
USABLE AREA:	13,300 SF.	13,910 SF.	13,510 SF.



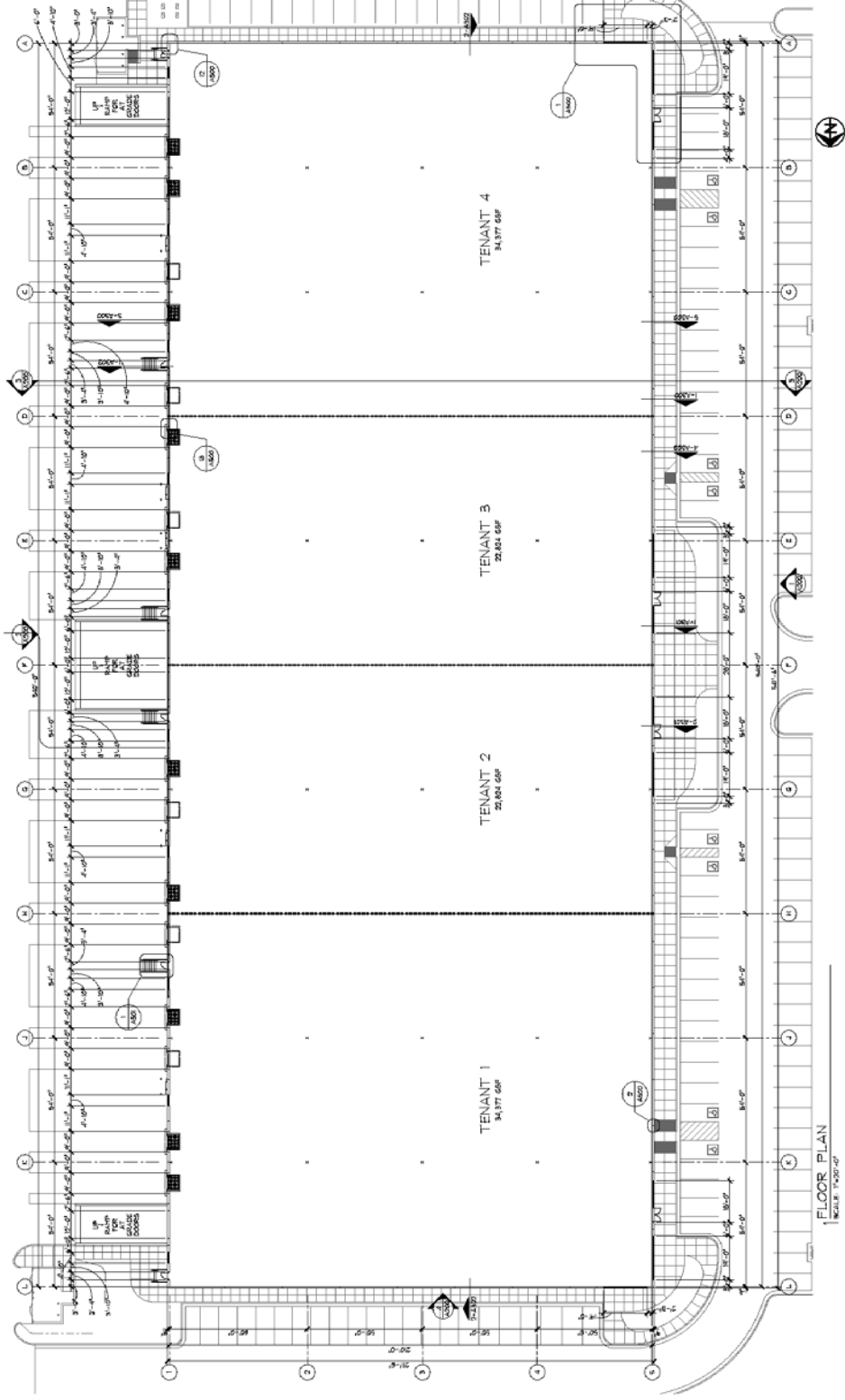
TABULATIONS:

AREA	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR
GRAND AREA	15,800 SF.	16,644 SF.	16,644 SF.
RENTABLE AREA	5,893 SF.	15,385 SF.	5,285 SF.
USABLE AREA	5,310 SF.	13,910 SF.	3,319 SF.

**THIRD FLOOR PLAN**  
SCALE: 1/8" = 1'-0"







## Appendix C: Complete tables – Office

Building Permit related fees	Bixby	Broken Arrow	Glenpool	Jenks	Owasso	Sand Springs	Sapulpa	Tulsa
Building Permit	\$4,282.33	\$4,867.86	\$3,764.10	\$10,625.00	\$2,423.46	\$3,011.28	\$3,816.10	\$21,669.50
Capital Improvement Fees								
Inspection Fee			3,011.28		75.00	100.00	37.00	
Electrical Fee	100.00			21,250.00	501.88	125.00		788.00
Plumbing Fee ( Base Fee)	100.00				501.88	125.00		96.00
Each plumbing fixtures						280.00		
Mechanical	100.00				501.88	125.00		
Processing Fee/ Plan Review Fee					300.00	200.00		
Occupancy Fee						25.00		48.00
<b>Utilities Fees</b>								
Record Drawing Fee						200.00		500.00
Wastewater Excise Fee			2,007.52					
Landscaping, Streets & Stormwater								
Stormwater Fee	28,446.10*							28,446.10*
Land Disturbance Fee				25.00		25.00		
Curb Cut				100.00		100.00	120.00	
Sidewalk Fee								150.00
<b>Water &amp; Sewer</b>								
Water Service			2,448.75	25.00		25.00		
Sewer Service				200.00		25.00		
Water Connection Fee (1 ½") - long	341.00			1,082.00				210.00
Water Impact Fee – 1 ½"			431.50				1,000.00	
Sewer Connection Fee 4"	150.00	25.00			400.00		1,000.00	
Water Tap 1 ½"		2,380.00			1,500.00			
Water Deposit Fee			20.00				37.00	
<b>Misc Fees</b>								
Re-Inspection Fee		25.00			50.00	25.00		
Sign Permit Fee					20.00	300.00		42.00
Economic Development Fee					2,067.52			
<b>Total</b>	<b>\$33,519.43*</b>	<b>\$7,297.86</b>	<b>\$11,683.15</b>	<b>\$33,307.00</b>	<b>\$8,341.62</b>	<b>\$4,691.28</b>	<b>\$6,010.10</b>	<b>\$51,949.60*</b>

Figure 14: Detailed breakdown of permitting fees for the Office Building

\*Bixby and Tulsa totals differ from summary fee sheets due to the inclusion of stormwater detention fees on this complete table.

### Appendix D: Complete tables – Industrial

Building Permit related fees	Bixby	Broken Arrow	Glenpool	Jenks	Owasso	Sand Springs	Sapulpa	Tulsa
Building Permit	\$8,705.15	\$10,968.19	\$8,580.15	\$7,400.00	\$5,313.09	\$6,864.12	\$8,680.15	\$15,548.00
Inspection Fee	407.41		6,864.12		75.00	100.00	40.00	
Electrical Fee	100.00			7,400.00	1,144.02	125.00	37.00	788.00
Engineering Fee							500.00	
Processing Fee/Plan Review	200.00				300.00	200.00		4,175.67
Plumbing Installation				7,400.00				
Plumbing Fees (inspection etc.)	100.00	147.00			1,144.02	125.00	37.00	96.00
Plumbing Fixtures						280.00		
Mechanical Inspections						125.00		
Mechanical	100.00				1,144.02			
Occupancy fee						25.00	37.00	48.00
<b>Water &amp; Sewer</b>								
Water Service						25.00	37.00	
Sewer Service						25.00		
Sewer Taps		25.00	200.00	200.00				
Water Impact fee							1,000.00	
Water Meter (Long) 1 1/2"	341.00	2,380.00	1,076.25				1,250.00	
Water Tap (inside city limits)	182.00	2,380.00		922.00	1,500.00			
Water Connection Fee (1 1/2")				150.00				210.00
Water Deposit Fee	60.00			10.00				
Sewer Connection Fee	150.00				400.00		1,000.00	
Stormwater Fee	61,260.44*							61,260.40*
Water & Sewer Development	450.00							
<b>Other</b>								
Land Disturbance fee						25.00		
Curb Cuts/Driveway Permit Fee						100.00		
Sidewalk Permit Fee								150.00
Sign Permit fee		60.00				300.00	50.00	42.00
Accessory Building	50.00							
Record Drawing Fee (per utility)					50.00	200.00		500.00
Re-Inspection fees	50.00					25.00		
<b>Total</b>	<b>\$72,156.00*</b>	<b>\$15,960.19</b>	<b>\$16,720.52</b>	<b>\$23,482.00</b>	<b>\$11,070.15</b>	<b>\$8,544.12</b>	<b>\$12,668.15</b>	<b>\$82,818.07*</b>

**Figure 15: Detailed breakdown of permitting fees for the industrial building.**

\*Bixby and Tulsa totals differ from summary fee sheets due to the inclusion of stormwater detention fees on this complete table.

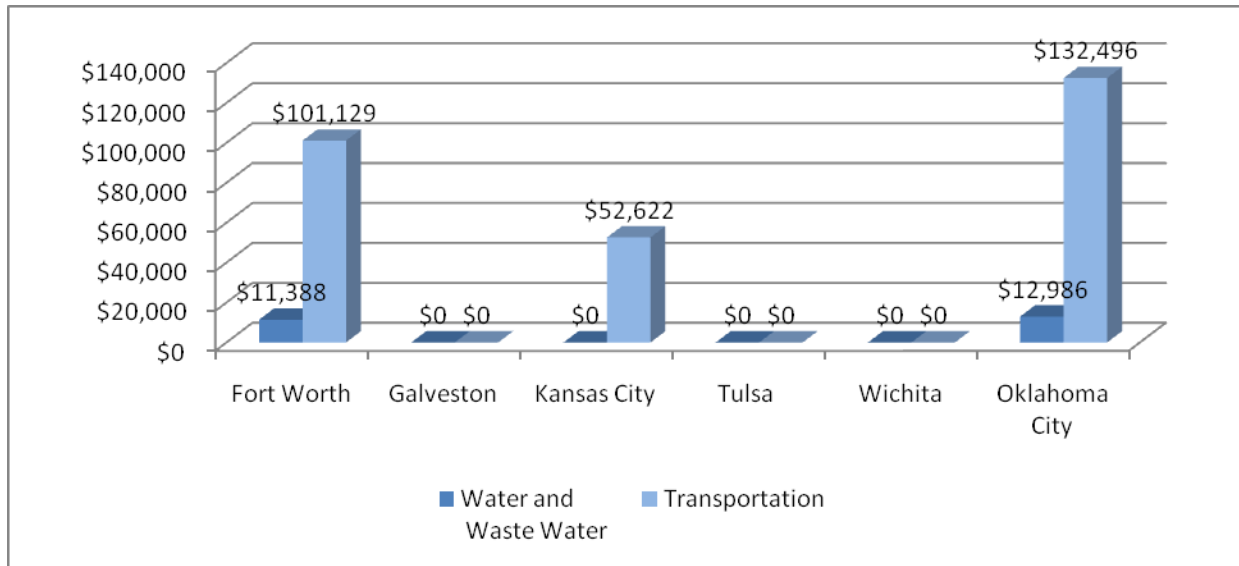
## Appendix E: Peer Cities

In this section, we report on data for three specific impact fees from five peer cities that are comparable to Tulsa. The five cities that we chose were Fort Worth, TX; Galveston, TX; Kansas City, MO; Oklahoma City, OK; and Wichita, KS. When gathering the necessary data to compare the impact fees, we focused on three specific fees: water, wastewater and transportation (traffic). The intent of collecting this data was to compare Oklahoma City’s newly proposed impact fees (announced in October 2008) to those currently used by Tulsa and other peer cities.

**Table 5: Office Building\***

	Water & Wastewater	Transportation
<b>Fort Worth</b>	\$11,388	\$101,129
<b>Galveston</b>	\$0	\$0
<b>Kansas City</b>	\$0	\$52,622
<b>Tulsa</b>	\$0	\$0
<b>Wichita</b>	\$0	\$0
<b>Oklahoma City</b>	\$12,986	\$132,496

**Figure 16: Office Building Comparison of Impact Fees\***

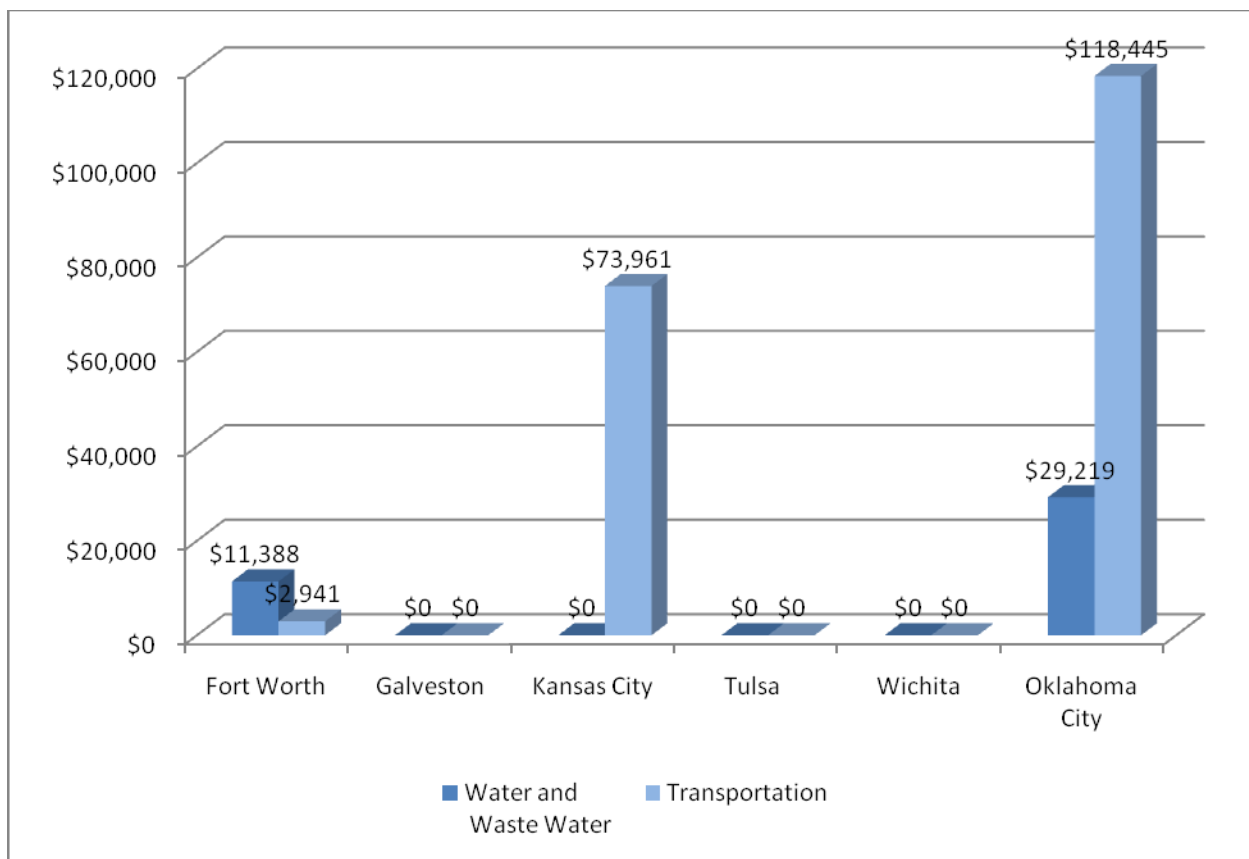


\* Based on the commercial office building used in the rest of the report (see Appendix A). Wichita, Galveston, and Tulsa do not have water and wastewater or transportation fees, and they do not plan on adding these types of fees in the foreseeable future. Kansas City does not have a water and wastewater fee. All calculations are based on a 1.5-inch water connection and a 4-inch wastewater connection. Fort Worth’s transportation impact fee is based on the mean average of the Development Unit Fees for a General Office Building. Kansas City’s Transportation fee is based on the mean average cost of the North and South Location of the Missouri River.

**Table 6: Industrial Building\***

	Water & Wastewater	Transportation
<b>Fort Worth</b>	\$11,338	\$2,941
<b>Galveston</b>	\$0	\$0
<b>Kansas City</b>	\$0	\$73,961
<b>Tulsa</b>	\$0	\$0
<b>Wichita</b>	\$0	\$0
<b>Oklahoma City</b>	\$29,219	\$118,445

**Figure 17: Industrial Building Comparison of Impact Fees\***

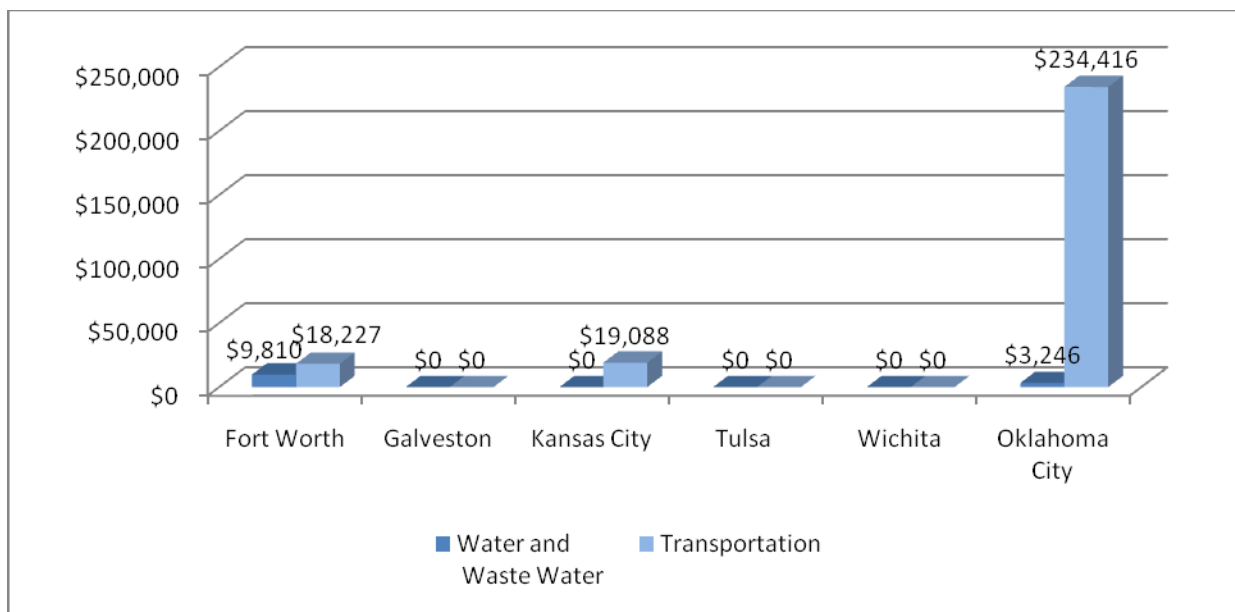


\*Based on the industrial building used in the rest of the report (see Appendix B). Wichita, Galveston, and Tulsa do not have water and wastewater or transportation fees, and they do not plan on adding these types of fees in the foreseeable future. Kansas City does not have a water and wastewater fee. All calculations are based on a 1.5-inch water connection and a 4-inch wastewater connection. Fort Worth’s transportation impact fee is based on the mean average of the Development Unit Fees for Warehousing. Kansas City’s transportation fee is based on the mean average cost of the North and South Location of the Missouri River.

**Table 7: Convenience Store\***

	<b>Water &amp; Wastewater</b>	<b>Transportation</b>
<b>Fort Worth</b>	\$9,810	\$18,227
<b>Galveston</b>	\$0	\$0
<b>Kansas City</b>	\$0	\$19,088
<b>Tulsa</b>	\$0	\$0
<b>Wichita</b>	\$0	\$0
<b>Oklahoma City</b>	\$3,246	\$234,416

**Figure 18: Convenience Store Comparison of Impact Fees\***



\* Based on a 5,600 Gross Square Foot building. Wichita, Galveston, and Tulsa do not have water and wastewater or transportation fees, and they do not plan on adding these types of fees in the foreseeable future. Kansas City does not have a water and wastewater fee. All calculations are based on a 1-inch water connection and a 4-inch wastewater connection. Fort Worth’s transportation impact fee is based on the mean average of the Development Unit Fees for a Gasoline/Service Station w/Convenience Store. Kansas City’s transportation fee is based on the mean average cost of the North and South Location of the Missouri River.

**Contact Information:**

<b>Affiliation</b>	<b>Contact Name</b>	<b>Title</b>	<b>Address</b>	<b>E-mail &amp; Phone</b>	<b>Website</b>
Wichita, KA	Mike Hampel	Assistant to the Director	455 N. Main Wichita, KA 67202	<a href="mailto:mhampel@wichita.gov">mhampel@wichita.gov</a> Ph: (316) 268-4421	<a href="http://www.wichitagov.org">www.wichitagov.org</a>
Kansas City, MO	Travis W. Kiefer	Plats, Permits and General Services Manager	414 E.12th Street Kansas City, MO 64106	<a href="mailto:travis_kiefer@kcmo.org">travis_kiefer@kcmo.org</a> Ph: (816) 513-2509	<a href="http://www.kcmo.org">www.kcmo.org</a>
Galveston, TX	Libby Stone	Planner	823 Rosenberg Galveston, TX 77553	Ph: (409) 797-3660	<a href="http://www.cityofgalveston.org">www.cityofgalveston.org</a>
Fort Worth, TX			1000 Throckmorton St. Fort Worth, TX 76102	Ph: (817) 392-7820	<a href="http://www.fortworthgov.org">www.fortworthgov.org</a>
Tulsa, OK	Clayton Edwards	Deputy Director of Environmental Operations		Ph: (918) 596-7810	<a href="http://www.cityoftulsa.org">www.cityoftulsa.org</a>

## Appendix F: Contact Information

Affiliation	Contact Name	Title	Phone Number	Address
Grubb & Ellis: Levy Beffort	Randy L. Lacey, SIO R	Industrial Group	Ph: (405) 842-9651 Fax: (405) 286-6133	1601 NW Expressway Suite 500 Oklahoma City, OK 73118
	Bob Pielsticker, SIO R	Vice President	Ph: (918) 392-7268 Fax: (918) 663-6402	7912 East 31st Court, Suite 200 Tulsa, OK 74145-1334
	Tim Strange, CCIM, SIO R	Managing Director	Ph: (405) 605-6628	100 N. Broadway Ste 2525 Oklahoma City, OK 73102
<b>Affiliation</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Address</b>
Oklahoma City University	Steven C. Agee	Professor of Economics & Director of Economic Research and Policy Institute	Ph: (405) 919-9111 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Bianca Bryant	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Alexis Caron	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Timothy Harlin	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Paul Poputa-Clean	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	John Riesenber	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Bridget Shuck	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
Oklahoma City University	Alex M. Swainsbury	Institute Scholar	Ph: (405) 208-6114 Fax: (405) 208-5098	2501 North Blackwelder Oklahoma City, OK, 73106
<b>Municipality</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Address</b>
Bixby	Erik Enyart	City Planner	Ph: (918) 366-4430 Fax: (918) 366-4416	116 W. Needles Ave. P.O. Box 70 Bixby, OK 74008
	Donna Crawford	Community Development Coordinator	Ph: (918) 366-4430 Fax: (918) 366-4416	220 S. First Street, P.O. Box 610 Broken Arrow, OK 74013-0610
	Michael Skates	Development Services Director	Ph: (918) 259-2400 Fax: (918) 258-4998	P.O. Box 70 140 W. 141st Street Glenpool, OK 74033
Broken Arrow	Stan Ewing	Community Development Director	Ph: (918) 322-5409 Fax: (918) 322-5432	211 North Elm, P.O. Box 2007 Jenks, OK 74037-2007
	Robert Bell	Planning director/ City Planner	Ph: (918) 299-5883 Fax: (918) 299-4489	111 North Main Owasso, OK 74055
	Larissa Darnaby	City Planner	Ph: (918) 376-1543 Fax: (918) 376-1597	111 North Main Owasso, OK 74055
Owasso	Chelsea M.E. Harkins	Director of Economic Development	Ph: (918) 376-1518 Fax: (918) 376-1599	301 W. 2nd Ave. P.O. Box 180 Owasso, OK 74055
	Daniel Dearing	Civil Engineer	Ph: (918) 272-4959 Fax: (918) 272-4996	111 North Main Owasso, OK 74055
	Brian Dempster	Building Inspector	Ph: (918) 376-1544 Fax: (918) 376-1597	100 E. Broadway, P.O. Box 338 Sand Springs, OK 74063-0338
Sand Springs	Terry S. Walters	Director of Economic Development	Ph: (918) 264-2504 Fax: (918) 245-7101	425 E. Dewey P.O. Box 1130 Sapulpa, OK 74067
	Ted V. Fisher	Economic Development Director	Ph: (918) 224-3040 Fax: (918) 224-6660	425 E. Dewey P.O. Box 1130 Sapulpa, OK 74067
	Farley Fisher	Building Inspector	Ph: (918) 224-3040 Fax: (918) 224-6660	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120
Sapulpa	Harold C. Tohlen	Infrastructure Development Manager	Ph: (918) 596-7344 Fax: (918) 699-3854	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120
	James Mitchell	Plans Examiner I (Zoning)	Ph: (918) 596-9688 Fax: (918) 699-3933	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120
	G. David Steele	Senior Engineer	Ph: (918) 596-7285 Fax: (918) 699-3761	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120
Tulsa	Paul Enix	Building Plans Examiner	Ph: (918) 596-9456 Fax: (918) 699-3441	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120
	Terry Whiteley	Assistant Fire Marshal/ Plans Examiner	Ph: (918) 569-9689 Fax: (918) 699-3429	111 S. Greenwood Ave. Suite 101 Tulsa, OK 74120

## Appendix G: SIOR Membership Directory

Tulsa Area		Designation	Organization Name	Address	City	State	Zip	Primary Phone	Primary E-Mail
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Michael E. Coulter	CCIM, SIOR	NAI Commercial Properties	1703 E. Skelly Dr.	Tulsa	OK	74105	918.749.0766	<a href="mailto:mcoulter@naitulsa.com">mcoulter@naitulsa.com</a>	
Gary M. Fleener	CCIM, SIOR	NAI Commercial Properties	1703 E. Skelly Dr.	Tulsa	OK	74105	918.745.1133	<a href="mailto:gfleener@naitulsa.com">gfleener@naitulsa.com</a>	
Robert E. Grant	CCIM, SIOR	Whiteside & Grant, REALTORS	1924 S. Ulica, Ste. 812	Tulsa	OK	74104	918.743.9898	<a href="mailto:brgrant@whitesidegrant.com">brgrant@whitesidegrant.com</a>	
Tom Grant Jr.	SIOR Retired	Tom Grant, Jr., REALTOR	1366 E. 27th Pl.	Tulsa	OK	74114	918.742.6728	<a href="mailto:jhill@cbreak.com">jhill@cbreak.com</a>	
James D. Hill Jr.	CCIM, SIOR	CB Richard Ellis   Oklahoma	7912 E. 31st Ct., Ste. 200	Tulsa	OK	74145-1346	918.665.3830	<a href="mailto:jhughes@stanjohnsonco.com">jhughes@stanjohnsonco.com</a>	
Jeff Hughes	SIOR	Stan Johnson Co.	6120 S. Yale Ave., Ste. 813	Tulsa	OK	74136	918.494.2690	<a href="mailto:sjohnson@stanjohnsonco.com">sjohnson@stanjohnsonco.com</a>	
Stanton L. Johnson	CCIM, SIOR	Stan Johnson Co.	6120 S. Yale Ave., Ste. 813	Tulsa	OK	74136	918.494.2690	<a href="mailto:matt.klimisch@cbreak.com">matt.klimisch@cbreak.com</a>	
Matthew Q. Klimisch	CCIM, SIOR	CB Richard Ellis   Oklahoma	7912 E. 31st Ct., Ste. 200	Tulsa	OK	74145-1346	918.665.3830 (258)	<a href="mailto:marv.martin@cbreak.com">marv.martin@cbreak.com</a>	
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Robert F. Pielsticker	SIOR	CB Richard Ellis   Oklahoma	7912 E. 31st Ct., Ste. 200	Tulsa	OK	74145-1346	918.392.7268	<a href="mailto:marco@equitasrealty.com">marco@equitasrealty.com</a>	
Marco Placencia	CCIM, SIOR	Equitas Realty Advisors	5801 E. 41st St., Ste. 101	Tulsa	OK	74135	918.280.9900	<a href="mailto:ktooman@toomanpartners.com">ktooman@toomanpartners.com</a>	
Ken Tooman	CSM, SIOR	Tooman Partners	2419 E. Skelly Drive	Tulsa	OK	74105	918.481.3200	<a href="mailto:bobtraband@sbcglobal.net">bobtraband@sbcglobal.net</a>	
Robert W. Traband	SIOR	Traband Realty Corp.	P.O. Box 869	Tulsa	OK	74101-0869	918.629.1988	<a href="mailto:angela.west@cbreak.com">angela.west@cbreak.com</a>	
Angela L. West	CCIM, SIOR	CB Richard Ellis   Oklahoma	7912 E. 31st Ct., Ste. 200	Tulsa	OK	74145-1346	918.665.3830	<a href="mailto:dwayne.flynn@cbreak.com">dwayne.flynn@cbreak.com</a>	
D. Dwayne Flynn	SIOR	CB Richard Ellis   Oklahoma	7912 E. 31st Ct., Ste. 200	Tulsa	OK	74145-1346	918-665-3830		

Oklahoma City Area		Designation	Organization Name	Address	City	State	Zip	Primary Phone	Primary E-Mail
Joseph W. Maxey Jr.	CCIM, SIOR	Maxco International	P.O. Box 29	Edmond	OK	73083-0029	405.844.0200	<a href="mailto:maxco@maxco.com">maxco@maxco.com</a>	
J.R. Bud Fulton	CCIM, SIOR	J.R. Fulton & Associates	4334 NW Expwy., Ste. 100	OKC	OK	73116	405.840.0200	<a href="mailto:jrfulton@jrfulton.com">jrfulton@jrfulton.com</a>	
Gerald L. Gamble	CCIM, CRE, SIOR	Gerald L. Gamble Co.	204 N Robinson, Ste. 625	OKC	OK	73102-6803	405.232.1138	<a href="mailto:gambleokc@geraldgambleco.com">gambleokc@geraldgambleco.com</a>	
Randy L. Lacey	SIOR	Grubb & Ellis   Levy Beffort	1601 NW Expwy., Ste. 500	OKC	OK	73118	405.842.9651	<a href="mailto:randy.lacey@grubb-ellis.com">randy.lacey@grubb-ellis.com</a>	
John C. Lenochan	CCIM, SIOR	CB Richard Ellis   Oklahoma	1200 NW 63 <sup>rd</sup> St., Ste. 300	OKC	OK	73116	405.272.5344	<a href="mailto:john.lenochan@cbreak.com">john.lenochan@cbreak.com</a>	
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## Appendix H: Terms and Definitions

The following are definitions or clarifications of the terms used within this report:

### ***1½" Water Line:***

The size of the water supply line that leads to the building. A variety of sizes ranging from ½" to 8" are available to developers but all of our fees are based on 1½" lines unless otherwise stated.

### ***4" Sewer Line:***

The size of the sewer line that leads to the building. A variety of sizes are available to developers but all of our fee calculations are based on 4" lines unless otherwise stated.

### ***Fee in Lieu:***

Fee required by the municipalities which permits the developer to connect to the regional storm water detention facility.

### ***Impact Fees:***

Fees implemented by a municipality to help cover the additional costs that new development may place on the public services of a community.

#### ***Transportation:***

Impact fees used towards the improvement of the general transportation infrastructure of a municipality.

#### ***Water and Wastewater:***

Impact fees used towards the upkeep of plants and reservoirs, transmission mains, interceptors, and pump stations.

### ***Impervious Surface:***

An area covered by impenetrable materials such as asphalt, concrete, stone, or brick.

### ***Millage:***

Millages are the levy applied per \$1000 dollars of net assessed value. They vary among school districts within counties.

### ***Onsite Detention:***

Requirement to build a detention facility on the property. The detention facility collects the storm water and allows it to evaporate or drain into the ground below the property in order to prevent it from flowing downstream to other properties.

**Platting:**

Submission of a detailed map of a section or subdivision showing the location and geographic boundaries as well as any easements and nearby streets of individual lots or parcels of real estate (plat).

**Population Mean:**

The average of the entire population of data; often only an estimation.

**Property Tax:**

A tax collected based on the value of a property. The following formula is used to calculate it:

$$\text{Property Tax} = \frac{(\text{Taxable Market Value} \times \text{Assessment Ratio} - \text{Homestead Exemption})}{1,000} \times \text{Millage}$$

**Sample Mean:**

The average of the data taken from a sample of the entire population. Measured as a percentage for certain calculations.

**Storm Water Detention:**

Characteristic of a plot to absorb water resulting from precipitation. Most municipalities require the amount of detention after construction to be equal to or greater than before construction.

**Utilities Fees:****Plumbing:**

The general fees pertaining to the supply and drainage systems of a property.

**Electrical:**

The general fees pertaining to the power systems of a property.

**Mechanical:**

The general fees pertaining to all mechanical components within a property.

**Zoning:**

The division of a municipality that determines which types of development are permissible in specific, geographical areas.