



OKLAHOMA COUNTY
PLANNING COMMISSION
320 Robert S. Kerr, Suite 101
Oklahoma City, Oklahoma 73102

COMMERCIAL / INDUSTRIAL / OFFICE
BUILDING REQUIREMENTS AND PERMIT APPLICATION

Oklahoma County issues building permits for the unincorporated areas only. Permits are required for all property improvements, including covered but not completely enclosed structures and additions or remodels to existing structures. Building must commence within six months of permit approval and be completed within two years of permit approval or a new permit must be obtained from this office.

The following documents are required with all building permit applications:

- **Two** copies of the Warranty or Quit Claim Deed with book and page number. This may be obtained at the Registrar of Deeds. If you are not the owners of the property, a lease/contract or *written and notarized permission from the legal owners* of the property must accompany the application.
- **Two** copies of any easements used to access the property, if applicable.
- **Two** copies of a site plan of the entire property including the following information:
 - Setbacks from centerline of road, side and rear yard setbacks.
 - Property lines, proposed structure and *all* existing structures.
 - Relation to major section-line roads.
 - Ingress and egress
 - Parking plan with dimension of lot, parking spaces, aisles and ADA requirements.
 - Landscape and screening plans.
 - Signage
- **One set of complete building plans (including footing/foundation), stamped by an Oklahoma State licensed architect or engineer.**
- **Two copies of drainage calculations**
- **Storm water site development plan, in accordance with the County's Stormwater Management Regulations prepared and sealed by a state licensed P.E., and an NOI as filed with ODEQ. A storm water site development plan is required for all areas of land disturbance one (1) acre or greater in size, or parcels that are part of a larger common plan of development.**
- ***Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.***
- **Prior to any construction, the applicant must contact the State Fire Marshal for further regulations. Contact number is (405) 522-5005.**

Building permit fee schedule is listed below:

- Commercial, Industrial or Office \$.25 per square foot
- Minimum building permit fee \$25.00
- GIS Administration Fee \$10.00
- Erosion Control/Stormwater Review Fee \$55.00

EFFECTIVE APRIL 1, 2010 AN ADDITIONAL \$4.50 WILL BE ADDED TO EACH BUILDING PERMIT APPLICATION AND ALL ASSOCIATED INSPECTION FEES PER OKLAHOMA STATE STATUTE TITLE 59 SECTIONS 1000.23 AND 1000.25.

ALL FEES COLLECTED BY THIS OFFICE ARE NONREFUNDABLE.

Applications will be processed and a building permit mailed within five working days, ***if all documents have been received and the application has been properly completed in full.*** All applicants must adhere to Oklahoma County zoning and building regulations. Information concerning parking, paving, landscaping and screening requirements may be obtained from this office.

WHEN PROPERTY HAS BEEN PROPERLY STAKED SHOWING LOCATION OF PROPOSED STRUCTURE(S) AND BEFORE CONSTRUCTION HAS BEGUN, THE APPLICANT MUST CONTACT THIS DEPARTMENT TO SCHEDULE AN INSPECTION IN ORDER TO DETERMINE COMPLIANCE WITH ALL OKLAHOMA COUNTY REGULATIONS AND INSPECTION REQUIREMENTS. THE STATE FIRE MARSHALL MAY HAVE ADDITIONAL INSPECTIONS TO BE DETERMINED BY THAT AGENCY.

Please contact the following staff for additional information, if necessary:

Tyler Gammon, Oklahoma County Planning Director, (405) 713-1361

Erik Brandt, Oklahoma County Planner, (405) 713-7146

Web Site: www.oklahomacounty.org/planningcommission



OKLAHOMA COUNTY PLANNING COMMISSION

COMMERCIAL / INDUSTRIAL / OFFICE BUILDING PERMIT APPLICATION

1. **Date:** _____
2. **Application No:** _____
(staff use only)
3. **Applicant Information** - - the applicant is the person or company paying for the permit. It may be either the contractor or property owner. This section must be complete.

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

Telephone

Fax

E-Mail Address

4. **Owner Information** - - must be filled out completely with the mailing address of the current legal owner of the property.

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

Telephone Number

Fax Number

E-Mail Address

5. **Contractor Information** - - Current contractor name, address and phone number is required.

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

Telephone Number

Fax Number

E-Mail Address

6. **Request Authorization** - - Select one of the following:

Erect _____ Alter _____ Repair _____

7. **Type Structure** - - Select one of the following:

Commercial _____ Industrial _____ Office _____ Other _____

Total Square Feet of Structure: _____
All areas under roof

Proposed use: _____

Probable Completion Date: _____ **Estimated Improvement Value:** _____

- 8. Location - -** This information is required for **all** permits. New property addresses will be assigned by County staff when processing permit.

Legal Description:

Section _____	Township _____	Range _____
Subdivision (if applicable) _____	Lot _____ Block _____	Street Address (if known) _____
Number of Acres _____	Front Yard Width _____	Side Yard Depth _____

- 9. Parking - - Commercial, Industrial and Office Structures must meet minimum County requirements and ADA requirements.**

Total Number of Spaces _____ Number of ADA Spaces _____

- 10. Utilities – Check the appropriate selection:**

Natural gas: Yes ___ No ___ Liquefied Petroleum Fitting: Yes ___ No ___

Gas Service Provider _____ Electric Service Provider _____

Plumbing: Septic ___ Sewer ___ No plumbing ___ if no, explain _____

Sewer Service Provider _____

Water Well: Yes ___ No ___ If no, explain: _____

OKLAHOMA COUNTY REQUIRED INSPECTION NOTICES

1. Posting of the building permit number at the work site is an ICC requirement. The sign must be located to the front of the property, near the street and visible to the public.
2. The building code requires the builder or contractors to call and request an inspection at the following stages of construction. You must give your permit number at the time you make the request. **Oklahoma County Inspections @ 713-1464 or fax your request to 713-1850.**
 - A. Footing/Foundation/
Erosion Control Inspection: immediately prior to pour
 - B. Plumbing Ground: immediately prior to pour & after trenches are excavated and bedded
 - C. Plumbing Rough prior to covering & concealment, before appliances/fixtures are installed
 - D. Electrical Rough: after all unconnected wiring has been installed
 - E. Mechanical Rough: prior to covering & concealment, before appliances/fixtures are installed
 - F. Frame Inspection: after plumbing, electrical & mechanical rough have been approved
 - G. Electrical Final: after completion of all electrical work
 - H. Plumbing Final: after building is complete & fixtures are in place
 - I. Mechanical Final: upon completion of mechanical system
 - J. Gas Inspection: with plumbing rough or water service
 - K. Final Inspection: after completion of all other required inspections
3. All Electrical, Mechanical, and Plumbing Contractors, Journeymen and Apprentices must be licensed by the State of Oklahoma. All trade contractors must be registered with Oklahoma County prior to commencing work.
4. If required inspections are not completed, no building final or certificate of occupancy (commercial only) will be issued.
5. All permits and inspections (building, plumbing, mechanical, electrical, zoning, and development) are issued by the Oklahoma County Planning/Engineering Department.

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**OKLAHOMA COUNTY
ENGINEERING/PLANNING DEPARTMENT
320 Robert S. Kerr, Suite 101
Oklahoma City, OK 73102**

REQUIRED INSPECTION CHECK LIST

BUILDER/OWNER REQUEST

- ___ Setbacks
- ___ Footing (prior to pour)
- ___ Frame (after electrical rough)
- ___ Building Final (after completion of all required inspections)
- ___ Sprinkler/Smoke Alarm System
- ___ Stormwater/Erosion Control (if applicable)

INSPECTIONS

**713-1464 Markita Shaw
713-1850 FAX**

LICENSED CONTRACTORS REQUEST

- ___ Electrical (Temporary/Rough/Final)
- ___ Plumbing (Ground/Rough/Final)
- ___ Gas/Water (if applicable)
- ___ Mechanical (Rough/Final)
- ___ Mobile Home Tie-Downs
- ___ Mobile Home Electrical

ALL FEES COLLECTED BY THIS OFFICE ARE NONREFUNDABLE.

NOTICE: OKLAHOMA COUNTY WILL NOT RELEASE PERMANENT ELECTRICAL SERVICE UNTIL THE FINAL INSPECTION AND ALL OTHER REQUIRED INSPECTIONS HAVE BEEN COMPLETED.

****POST ADDRESS AND BUILDING PERMIT NUMBER AT THE ENTRANCE OF THE PROPERTY WITHIN SIGHT DISTANCE FROM THE STREET. FAILURE TO DO SO WILL DELAY INSPECTIONS AND INCUR ADDITIONAL CHARGES.****

APPLICANT'S SIGNATURE _____ DATE: _____

**OKLAHOMA COUNTY
BUILDING CODE INSPECTION FEES**

Building Construction

Footing/Erosion Control	\$54.50
Frame	\$54.50
Certificate of Occupancy	\$104.50

Electrical - Commercial

Determined by size of construction. Maximum inspections as follows:

0 – 2,500 sq. ft.	3 inspections	\$154.50
2,501 – 10,000 sq. ft.	6 inspections	\$229.50
10,001 – 25,000 sq. ft.	7 inspections	\$304.50
25,001 – 50,000 sq. ft.	10 inspections	\$375.50

50,001 sq. ft. – additional two (2) inspections for each additional 10,000 sq. ft. \$ 79.50

Remodels (less than 50% of Area) and Upgrades \$ 54.50

All electrical re-inspections \$ 54.50 per inspection

Plumbing

All plumbing permits will be issued at the rate of **\$163.50**. This fee includes a maximum of three (3) inspections (ground, rough and final).

Minor plumbing requiring only one (1) inspection – \$ 54.50

All plumbing re-inspections inspection \$ 54.50 per

Sewer/Water/Gas (if required) \$ 54.50 per inspection

Mechanical

All mechanical permits will be issued at the rate of **\$99.00**. This fee includes a maximum of two (2) inspections.

Minor mechanical requiring only one (1) inspection \$ 49.50

All mechanical re-inspections \$ 49.50 per inspection

Mobile Homes

All mobile homes shall be inspected for tie-downs and electrical at a rate of **\$79.00**. This fee includes two (2) inspections. One for tie-down and one for electrical (gas if required).

All mobile home re-inspections shall be billed at \$39.50 per inspection.

Certificate of Occupancy (commercial only)

Final Inspection \$104.50
(If required inspections are not completed and passed, a Certificate of Occupancy will not be issued)

ALL INSPECTIONS, INCLUDING FOOTINGS, MUST BE REQUESTED THE DAY PRIOR BY 4:30 P.M.

****ENGINEER'S CERTIFICATES ARE NOT AN ACCEPTABLE SUBSTITUTION FOR ANY REQUIRED INSPECTION.****