



**OKLAHOMA COUNTY  
PLANNING COMMISSION  
320 ROBERT S. KERR, SUITE 101  
OKLAHOMA CITY, OKLAHOMA 73102**

**RESIDENTIAL BUILDING  
PERMIT REQUIREMENTS**

Oklahoma County issues building permits for the unincorporated areas only. Permits are required for all property improvements including additions 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. **ALL FEES ARE NONREFUNDABLE UPON RECEIPT BY 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 from the Registrar of Deeds office. If you are not the legal owner 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 percolation/soil test from ODEQ (405) 702-6222.
- **Two** copies of a site plan, **must be on at least 8 ½" x 11" paper**, of 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 section line roads.
  - Driveway location and length.
  - North arrow for reference.
- **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.**
- **One** copy of **floor** plan
- **One copy of footing/foundation plan stamped by Oklahoma licensed PE.**
- **Building Permit Fee Schedule** see below:
  - All Residential \$ .25 per square foot (including covered patios and attached decks)
  - Mobile Home \$1.00 per \$1,000.00 mobile home value
  - GIS Administration Fee \$10.00  
(New Single Family Homes Only)
  - Minimum Building Permit Fee \$25.00
  - Stormwater Site Development \$55.00  
Plan Review (if applicable)

**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.**

Mobile home owners may refer to the fee schedule on Page 4 when calculating building permit fee.

**All driveways must be hard-surfaced (asphalt or concrete) in the R-O-W with a minimum size 18 inch CMP.**

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 and Oklahoma County zoning and building code regulations have been met.***

***Must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.***

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

**Markita Shaw**, Oklahoma County Planning Assistant, (405) 713-1464  
**Erik Brandt**, Oklahoma County Planner, (405) 713-7146  
**Fax** (405) 713-1850

**Web Site:** [www.oklahomacounty.org/planningcommission](http://www.oklahomacounty.org/planningcommission)



## OKLAHOMA COUNTY PLANNING COMMISSION

### RESIDENTIAL BUILDING PERMIT APPLICATION

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1. Date: \_\_\_\_\_

2. Application Number: \_\_\_\_\_  
(office use only)

**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

**Owner Information:** Must be filled out completely with the mailing address for the current property owner.

\_\_\_\_\_

Last Name First Name M.I.

\_\_\_\_\_

Street Address City State Zip Code

\_\_\_\_\_

Telephone Fax E-Mail Address

**Contractor Information:**

\_\_\_\_\_

Last Name First Name M.I.

\_\_\_\_\_

Street Address City State Zip Code

\_\_\_\_\_

Telephone Fax E-Mail Address

**Request for Authorization – Select one of the following:**

\_\_\_\_\_ Erect                      \_\_\_\_\_ Alter                      \_\_\_\_\_ Repair

**Type of Structure – Select one of the following:**

\_\_\_\_\_ Single-Family Structure                      \_\_\_\_\_ Mobile Home                      \_\_\_\_\_ Outbuilding

\_\_\_\_\_ Multi-Family Structure                      \_\_\_\_\_ Special Use Facility                      \_\_\_\_\_ Other

Explain: \_\_\_\_\_  
Use this space if you checked Special Use Facility or Other

8. \_\_\_\_\_ Total Square Feet                      \_\_\_\_\_ Livable Square Feet  
This includes all areas under roof, covered patios, and attached decks                      Do not include garage, attached decks, or covered patios

9. \_\_\_\_\_ Estimated Completion Date                      \_\_\_\_\_ Estimated Improvement Value

10. **Location** – This information is required for all permits. New property addresses will be assigned by the County staff when processing the building permit.

**Legal Description:** \_\_\_\_\_  
  Section                      Township                      Range  
\_\_\_\_\_  
Subdivision (if applicable)                      Lot                      Block                      Street Address (if known)

\_\_\_\_\_  
Number of Acres                      Front Yard Width

**Utilities – Check the appropriate selection:**

Natural Gas: \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      Liquefied Petroleum: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

\_\_\_\_\_  
Name of Gas Provider                      Name of Electric Provider

Plumbing: \_\_\_\_\_ Septic                      \_\_\_\_\_ Sewer                      Sewer Provider: \_\_\_\_\_

\_\_\_\_\_ No Plumbing (outbuilding only)

Water Well: \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      Depth of Well: \_\_\_\_\_

Deer Creek Water \_\_\_\_\_                      City Water \_\_\_\_\_

**Mobile Home – Required for mobile home building permits only:**

\_\_\_\_\_ Or \_\_\_\_\_  
 Serial Number Title Number

\_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
 Make

\_\_\_\_\_ Mobile Home Value

**OKLAHOMA COUNTY  
 MOBILE HOME  
 FEE SCHEDULE**

Improvement Value	Building Permit Fee	Improvement Value	Building Permit Fee
\$29,000	\$29.00	\$45,000	\$45.00
\$30,000	\$30.00	\$46,000	\$46.00
\$31,000	\$31.00	\$47,000	\$47.00
\$32,000	\$32.00	\$48,000	\$48.00
\$33,000	\$33.00	\$49,000	\$49.00
\$34,000	\$34.00	\$50,000	\$50.00
\$35,000	\$35.00	\$51,000	\$51.00
\$36,000	\$36.00	\$52,000	\$52.00
\$37,000	\$37.00	\$53,000	\$53.00
\$38,000	\$38.00	\$54,000	\$54.00
\$39,000	\$39.00	\$55,000	\$55.00
\$40,000	\$40.00	\$56,000	\$56.00
\$41,000	\$41.00	\$57,000	\$57.00
\$42,000	\$42.00	\$58,000	\$58.00
\$43,000	\$43.00	\$59,000	\$59.00
\$44,000	\$44.00	\$60,000	\$60.00

*\*If the Manufactured Home improvement is over \$60,000.00, it is assessed at the same rate \*\**

*- - \$1.00 per \$1,000.00 of Manufacture Home value - -*

## OKLAHOMA COUNTY ORDER OF INSPECTIONS

1. Posting the building permit number and site address is an ICC requirement. **The sign must be located within sight of the street and visible to the public.**
2. ICC requires the builder or contractor to call and request an inspection for the stages of construction listed below:

▪ Footing/Foundation Erosion Control	Immediately prior to pour
▪ Plumbing Ground	Immediately prior to pour and after trenches are excavated and bedded
▪ Plumbing Rough	Prior to covering and concealment and before appliances/fixtures installed
▪ Gas Inspection	With Plumbing Rough or Water Service Inspection
▪ Electrical Rough	After all unconnected wiring has been installed
▪ Mechanical Rough	Prior to covering and concealment and before appliances/fixtures are installed
▪ Frame Inspection	After plumbing, electrical, and mechanical roughs have been inspected and passed
▪ Electrical Final	After completion of all electrical work
▪ Mechanical Final	Upon completion of mechanical systems
▪ Plumbing Final	All Fixtures are in place and connected
▪ Final Inspection	After all other required inspections have been completed and passed
3. All Electrical, Mechanical, and Plumbing Contractors, Journeymen, and Apprentices must be licensed by the State of Oklahoma. **All Electrical, Mechanical, and Plumbing Contractors must be registered with Oklahoma County before commencing any work.**
4. If required inspections are not completed, no building final will be issued.
5. All permits are issued by the Oklahoma County Planning Department.
6. All inspections, including footings, must be called in the day prior to the requested inspection by 4:30 p.m. The following are the contacts for inspection requests:

### **INSPECTION REQUESTS CONTACT INFORMATION:**

***Markita Shaw 713-1464 Fax 713-1850***

**OKLAHOMA COUNTY  
PLANNING COMMISSION**

**Inspection Requests Contact Information:**

**Markita Shaw      713-1464**

**Fax                      713-1850**

**Required Inspections Check List**

**Builder/Owner Requested Inspections:**

- \_\_\_\_ Footing/Foundation(prior to pour)/Setbacks/Erosion Control(if applicable)
- \_\_\_\_ Frame (after electrical/mechanical/plumbing roughs pass inspection)
- \_\_\_\_ Sprinkler/Smoke Alarm System
- \_\_\_\_ Residential Final

**Licensed Contractor Requested Inspections:**

- \_\_\_\_ Electrical (Temporary Pole/Rough/Final)
- \_\_\_\_ Plumbing (Ground/Rough/Final)
- \_\_\_\_ Mechanical (Ground/Rough/Final)
- \_\_\_\_ Gas (if applicable)
- \_\_\_\_ Water Service (if applicable)
- \_\_\_\_ Sewer (if applicable)
- \_\_\_\_ Mobile Home Tie-Downs
- \_\_\_\_ Mobile Home Electric/Gas

***ALL FEES ARE NONREFUNDABLE UPON RECEIPT BY THIS OFFICE.***

***\*\*Post address and building permit number at the entrance to the property within sight distance of the street. Failure to do so will delay inspections and incur additional charges.\*\****

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**REVISED BUILDING CODE**  
**INSPECTION FEES EFFECTIVE JULY 1, 2006**

***ALL FEES ARE NONREFUNDABLE UPON RECEIPT BY THIS OFFICE.***

**Building Construction Permit – Residential**

Footing/Foundations/Erosion Control (if applicable)	\$44.50
Frame	\$44.50
Residential Final	\$44.50

**Electrical Residential**

Temporary/Construction Electric	\$44.50
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**0-4,000 sq. ft. livable space:**

Electrical Rough & Service	\$54.50
Electrical Final	\$54.50

**4,001-6,000 sq. ft. livable space:**

Electrical Rough & Service	\$74.50
Electrical Final	\$74.50

Each 1,000 sq. ft. or portion thereof over 6,000 sq. ft.	\$44.50
Remodels (less than 50% of area)	\$54.50
Miscellaneous Work	\$44.50
All electrical re-inspections	\$44.50

**Plumbing Residential**

All plumbing permits will be issued at the rate of **\$133.50**. This fee includes a maximum of three inspections (ground/rough/final).

Minor plumbing requiring only one inspection	\$44.50
All plumbing re-inspections	\$44.50
Sewer/Water Connection (if required)	\$44.50
Gas	\$44.50

**Mechanical Residential**

Mechanical Ground	\$44.50
Mechanical Rough	\$44.50
Mechanical Final	\$44.50



Minor Mechanical requiring only one inspection	\$44.50
All mechanical re-inspections	\$44.50

**Mobile Home Permit**

All mobile homes shall be inspected for tie-downs and utilities at a rate of **\$79.00**. This fee includes the following two inspections:

Mobile Home Tie-Downs	\$39.50
Mobile Home Electric	\$39.50
Re-Inspection	\$39.50

**\*\*All inspections, including footings, must be called in the day prior to the requested inspection by 4:30 p.m. ENGINEER'S CERTIFICATES ARE NOT AN ACCEPTABLE SUBSTITUTION FOR ANY REQUIRED INSPECTION.\*\***

**INSPECTION REQUESTS CONTACT INFORMATION:**

***Markita Shaw*      713-1464**

***Fax*                      713-1850**

# NOTICE TO BUILDING PERMIT APPLICANTS

Set forth below is a non-exclusive list of state and local taxes and associated registration requirements to which building permit applicants may be subject:

Pursuant to the Sales and Use Tax Codes persons who perform any improvement to real property and who, as a necessary and incidental part of performing such improvement, incorporates tangible personal property belonging to or purchased by the person into the real property being improved is deemed to be a contractor. Contractors are the taxable consumer/user of all items of tangible personal property and taxable services used to complete the project.

**SALES TAX**-Unless otherwise exempt, contractors owe state and local sales tax, as applicable, on taxable purchases in Oklahoma of materials and equipment.

**USE TAX** - Unless exempt from the tax levy, contractors purchasing items for use, consumption, or storage in Oklahoma from retailers outside of Oklahoma are subject to Oklahoma use tax. Contractors making purchases from outside Oklahoma, from a vendor that is not required to collect Oklahoma use tax, must accrue and remit Oklahoma state and any local use tax on the materials purchased. **Contractors making purchases of tangible personal property outside the State of Oklahoma for their own use or consumption in Oklahoma must apply with the Oklahoma Tax Commission for an Oklahoma Use Tax Account to report and remit their use tax on a monthly basis. There is no fee for this account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued but a consumer use tax account will be issued applicant for tax reporting and remittance purposes.**

**WITHHOLDING TAX**- Businesses which employ or will employ one or more individuals in the State of Oklahoma are under a duty to deduct and withhold income tax from the wages paid each employee. The amount of tax to be withheld is determined in accordance with the table devised by the Tax Commission. **These businesses/employers must apply for a withholding tax account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov). A permit is not issued, but the employer will be issued an account using its FEIN for the purpose of reporting and remitting withholding tax.**

**INCOME TAX**-An income tax is imposed upon the "Oklahoma taxable income" of every resident or nonresident individual and upon every corporation doing business in Oklahoma or deriving income from sources within the State. 68 O.S. § 2355.

**AD VALOREM**-Local ad valorem taxes may be applicable; check with the county assessor in the county in which the project is located.

## ADDITIONAL REQUIREMENTS FOR NONRESIDENT CONTRACTORS

A **NONRESIDENT CONTRACTOR** is any contractor whose principal place or places of business are outside Oklahoma or a multi-state employer who does not maintain a permanent work force of three or more employees in Oklahoma. These individuals or companies must provide the following information before beginning a contractual project in Oklahoma:

1. A completed **Business Registration, Packet N** if an Oklahoma registration is not current.
2. A **Notice of Contract Award** to each of the following Agencies.
  - A. Oklahoma Tax Commission, Registration Section (405) 522-0377
  - B. Oklahoma Employment Security Commission (405) 557-7200
  - C. Oklahoma Department of Labor, Worker Compensation Division (405) 528-1500
  - D. The County Assessor Office of the county in which the work is to be done.
3. A **Notice of Contract Form BT175**
4. A **surety bond is required on contracts over \$100,000**. Provide a **Nonresident Contractor Surety Bond Form BT163** in the amount of three times the estimated tax liability to be incurred under your contract or ten (10%) of the amount of the contract. A worksheet to estimate the nonresident contractor tax liability may be obtained from the Taxpayer Assistance Division of the Oklahoma Tax Commission.
5. **Notice of Completion Form BT176** when contract is complete. The Surety may be canceled at the time of completion; however, it may not be released by the Oklahoma Tax Commission until one year **after** the mailing of the completion notice.

The referenced nonresident contractor forms are available telephonically at (405) 521-3160 or online at [www.tax.ok.gov](http://www.tax.ok.gov).