



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

COMMERCIAL/INDUSTRIAL AND OFFICE
BUILDING REQUIREMENTS AND PERMIT APPLICATION

Oklahoma County issues building permits for the unincorporated areas only. Permits are required for all property improvements, including additions to existing structures.

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 the percolation test (even if negative) from the Department of Environmental Quality. DEQ may be reached at 702-6222.
- **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.

- **Prior to any construction, the applicant must contact the State Fire Marshal for further regulations. Contact number is (405) 522-5005, Ed Chappell, Division Chief.**

Building permit fee schedule is listed below:

- | | |
|------------------------------------|-----------------------|
| ○ Commercial, Industrial or Office | \$.15 per square foot |
| ○ Minimum building permit fee | \$25.00 |

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

Ruth Walters, Oklahoma County Planner, (405) 713-1357

7. Request Authorization - - Select one of the following:

Erect _____ Alter _____ Repair _____

Type Structure - - Select one of the following:

Commercial _____ Industrial _____ Office _____ Other _____

Total Square Feet of Structure: _____
Include all areas enclosed 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.

Property Parcel Number

Legal Description of Property (ex: NW4, NW4, T14N R4W)

Subdivision (if applicable) Lot Block Street Address (if known)

Number of Acres Front Yard Width Side Yard Depth

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

Total Number of Spaces _____ Number of ADA Spaces _____

Utilities - Check the appropriate selection:

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

Name of Electric Company Name of Gas Company

Plumbing: Septic ___ Sewer ___ No plumbing ___ if no, explain _____
(Must comply with ADA requirements)

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

OKLAHOMA COUNTY INSPECTOR NOTICE

1. Posting of the building permit number at the work site is a code requirement. The sign must be located to the front of the property, near to the street or road and visible to the public.
2. The building code requires for 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 713-1838 or fax your request to 713-1850.**
 - A. Footing/Foundation 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 mechanical 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 and registered with Oklahoma County prior to commencing work. Trade permits may be obtained at the time required inspection is needed.
4. If required inspections are not completed, no building final or certificate of occupancy (commercial only) will be issued.
5. All permits (building, plumbing, mechanical, electrical, zoning, and development) are issued by the Oklahoma County Planning/Engineering Department located at 320 Robert S. Kerr, Oklahoma City, 73102 or call 713-1838 or 713-1464.



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

REQUIRED INSPECTION CHECK LIST

*Inspectors will be in office from 9-10 a.m. on Mondays, Tuesdays and Thursdays.

BUILDER/OWNER REQUEST

INSPECTIONS

___ Setbacks

713-1464/713-1838

___ Footing (prior to pour)

___ Frame (after electrical rough)

___ Building Final (after completion of all required inspections)

___ Sprinkler/Smoke Alarm System

___ Stormwater/Erosion Control

LICENSED CONTRACTORS REQUEST

___ Electrical (Rough & Final)

___ Plumbing (Ground, Rough & Final)

___ Mechanical (Rough & Final)

___ Mobile Home Tie-Downs

___ Mobile Home Electrical

BUILDING MUST COMMENCE WITHIN SIX MONTHS OF THE DATE OF PERMIT APPROVAL OF A NEW PERMIT MUST BE OBTAINED FROM THIS OFFICE.

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	\$35.00
Frame	\$35.00
Residential Final	\$35.00

Electrical - Commercial

Determined by size of construction
Maximum inspections as follows:

0 – 2,500 sq. ft.	3 inspections	\$150.00
2,501 – 10,000 sq. ft.	6 inspections	\$225.00
10,001 – 25,000 sq. ft.	7 inspections	\$300.00
25,001 – 50,000 sq. ft.	10 inspections	\$375.00
50,001 sq. ft. – additional two (2) inspections for each additional 10,000 sq. ft.		\$ 75.00
Remodels (less than 50% of Area) and Upgrades		\$ 50.00
All electrical re-inspections		\$ 35.00 per inspection

Plumbing

All plumbing permits will be issued at the rate of **\$105.00**. This fee includes a maximum of three (3) inspections (ground, rough and final).

Minor plumbing requiring only one (1) inspection –	\$ 35.00
All plumbing re-inspections	\$ 35.00 per inspection
Sewer Connection inspections (if required)	\$ 35.00 per inspection

Mechanical

All mechanical permits will be issued at the rate of **\$70.00**. This fee includes a maximum of two (2) inspections.

Minor mechanical requiring only one (1) inspection \$ 35.00

All mechanical re-inspections \$ 35.00 per inspection

Mobile Homes

All mobile homes shall be inspected for tie-downs and electrical at a rate of \$70.00. This fee includes one (2) inspections. One for tie-down and one for electrical (gas if required).

All mobile home re-inspections shall be billed at \$35.00 per inspection.

Certificate of Occupancy (commercial only)

Final Inspection \$75.00
(if required inspections are not completed and passed, a certificate of occupancy will not be issued)

Revised 07/2005