



**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 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 the soil test (even if negative) from the Department of Environmental Quality. DEQ may be reached at 702-6222.
- **Two** copies of a site plan, ***must be on at least 8 1/2" x 11" paper***, 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.
 - Driveway location and length.
 - North arrow for reference.
- **One** copy of *floor* plan including electrical, plumbing and mechanical.
-
- Building permit fee schedule is listed below:
 - Single or Multi-Family Residential \$.15 per square foot
 - Mobile Home \$1.00 per \$1,000.00 improvement value
 - Minimum building permit fee \$25.00

Mobile home owners may refer to the attached fee schedule when calculating fee.

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.***

Oklahoma County zoning and building regulations must be adhered to.

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

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

Erect _____ Alter _____ Repair _____

Type Structure - - Select one of the following:

Single-Family Home _____ Mobile Home _____ Outbuilding _____

Multi-Family Unit _____ Special Use Facility _____ Other _____

Total Square Feet: _____ Livable Sq. Ft. _____

This includes all areas enclosed under the roof. For Electrical Inspection Fees

Explain: _____

Use this space if you checked Special Use Facility or Other.

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

7. **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

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 ___ (outbuilding or special use facility only)

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

Mobile Home - - Required for mobile home building permits only.

_____ *or* _____
Serial Number Title Number

_____ _____ _____
Make Model Year

Mobile Home Value

Moving Mobile Home From: _____
Location

Moving Mobile Home To: _____
Location

******ALL IMPROVEMENTS TO THE PROPERTY INCLUDING WATER WELL,
SEPTIC, ETC., MUST BE INCLUDED IN THE IMPROVEMENT VALUE WHEN
CALCULATING THE PERMIT FEE******

**OKLAHOMA COUNTY
MOBILE HOME - PROPERTY IMPROVEMENT
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 property improvement is over \$60,000.00, it is assessed at the same rate *

- - - \$1.00 per \$1,000.00 of improvement value - - -

*****ALL IMPROVEMENTS TO THE PROPERTY INCLUDING WATER WELL, SEPTIC, ETC., MUST BE INCLUDED IN THE IMPROVEMENT VALUE WHEN CALCULATING THE PERMIT FEE*****

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 @ 713-1838 or 713-1464 or fax your request to 713-1850.**
3.
 - 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

BUILDER/OWNER REQUEST

CONTACT NUMBERS

- ____ Setbacks 713-1838/713-1464 Inspections
- ____ 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
TRADE REGISTRATION
FEE SCHEDULE**

(JULY 1 THRU JUNE 30 EACH YEAR)

CONTRACTOR (plumbing, mechanical & electrical) - \$150.00 new/\$75.00 renewal

Building Permit Inspection Fees

Electrical - Residential

All Temporary Pole/Construction Elec. \$35.00

0 - 4000 sq. ft. Livable Space

Electrical Rough & Service \$50.00

Electrical Final \$50.00

4001 - 6000 sq. ft. Livable Space

Electrical Rough & Service \$70.00

Electrical Final \$70.00

Each 1000 sq. ft., or portion thereof over 6,000 sq. ft. \$ 35.00

Remodels (less than 50% of area) \$ 50.00

Miscellaneous Work (i.e., fire and/or security alarms systems, panel boards, safety switches, etc.) \$ 35.00

All electrical re-inspections \$ 35.00 per inspection

Plumbing

All plumbing permits will be issued at the rate of **\$70.00 (2 inspections)**

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

All plumbing re-inspections \$ 35.00 per inspection

Gas (if required) \$35.00 per inspection

Mechanical

All mechanical permits will be issued at the rate of **\$70.00 (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 zoning at a rate of \$35.00. This fee includes one (1) inspection.

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

Final Residential Inspection

Final Inspection \$35.00
(required for all new residential structures)