



Oklahoma County Planning Commission

***320 Robert S. Kerr, Suite 201
Oklahoma City, OK 73102***

Residential Building Permit Requirements

Oklahoma County issues building permits for the unincorporated area only. Permits are required for all property improvements including additions to existing structures, placement of mobile homes and construction of outbuildings. 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 (2)** copies of the Filed 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 (2)** copies of any easements used to access the property, if applicable.
- **Two (2)** copies of a percolation/soil test from ODEQ (405) 702-6222.
- **Two (2)** copies of a site plan, **must be on at least 8.5" x 11" paper**, of entire property including the following information:
 - Setbacks from the centerline of the road, side, and rear yard setbacks.
 - Property lines.
 - Proposed structure.
 - All existing structures.
 - Relation to section line roads.
 - Driveway location.
 - North arrow.
- **Stormwater site development plan, in accordance with the County's Stormwater Management Regulations prepared and sealed by a state licensed civil engineer, and an NOI as filed with ODEQ.**
 - **A stormwater 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 (1)** copy of a floor plan.
- **One (1) copy of footing/foundation plan stamped by Oklahoma licensed P.E. or Architect.**
 - **Required for all single-family homes and alterations over 50% of the original home.**

FEES

- All Residential - \$.25 per square foot (including covered porches, patios, carports and decks sharing the same roof)
- Manufactured Home - \$1.00 per \$1,000.00 of improvement (includes home, well and septic system)
- GIS Administration Fee - \$10.00 (only charged on new single family homes)
- Minimum Building Permit Fee - \$25.00
- Stormwater Site Development Plan Review (if applicable) - \$55.00

Building Permit Requirements

- 1. All driveways must have a minimum size tinhorn of 18 inches in size or larger.**
 - o Contact your District Road Maintenance Yard for more information & assistance.
 - o **District 1 Road Maintenance Yard - (405) 713-2360**
 - o **District 2 Road Maintenance Yard - (405) 713-2379**
 - o **District 3 Road Maintenance Yard - (405) 713-2180**
- 2. All driveways must be a minimum of 200 feet from any neighboring drives when accessing a section line road.**
- 3. All permits must comply with Oklahoma County's Zoning, Subdivision and Floodplain Regulations.**
4. All new construction requires installation of a carbon monoxide alarm if one or both of the following conditions exist:
 - o **The dwelling unit contains a fuel-fired appliance.**
 - o **The dwelling unit has an attached garage with an opening that communicates with the dwelling unit.**

Single-Family, Duplex, Triplex, and Fourplex Landscaping Requirements

Landscaping shall be required for all single-family, duplex, triplex and fourplex developments located in R-O - Single-Family Residential District or the R-M Multi-Family Residential District.

- At least **two (2)** shade trees or ornamental trees shall be provided in front of the front building line of each lot within residential subdivisions, which may be achieved by existing trees or new trees.
- No Certificate of Occupancy shall be issued until such requirements is met.

Credit for Existing Trees

Credit can be given for healthy existing or planted trees:

- A tree of at least three-inch (3") caliper and less than eight-inch (8") caliper shall count for two (2) shade trees.
- A tree of at least eight-inch (8") caliper shall count for three (3) shade trees.

Conservation Easement and Setback Requirements

- The following conservation easement or setback shall be provided, measured from the waterway centerline:
 - o Rivers: One hundred fifty (150) feet
 - o Major Streams: One hundred (100) feet
 - o Minor Streams: Fifty (50) feet
- The conservation easement or setback shall be recorded on the site plan.

Please allow a minimum of 3-5 business days for processing of permit applications.

Note: The waiting period does not begin until all required documentation has been received.

Please contact the following staff for additional information:

- Markita Epps - (405) 713-1464
- Tyler Gammon - (405) 713-1388
- Erik Brandt - (405) 713-7146

Website: <https://www.oklahomacounty.org/Departments/Planning-Commission>

Date: _____

Application Number _____

Applicant Information

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: _____

Street Address: _____

City _____ State _____ Zip _____

Phone # _____

E-mail _____

Owner Information

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

Last Name: _____

First Name: _____

Street Address: _____

City _____ State _____ Zip _____

Phone # _____

E-mail _____

Contractor Information

Contractor Information: The contractor is the person(s) responsible for construction of the building. For mobile home permits, please complete with the name of the company or person(s) from whom the mobile home was purchased.

Last Name: _____

First Name: _____

Street Address: _____

City _____ State _____ Zip _____

Phone # _____

E-mail _____

Request for Authorization - Select one of the following:

Erect

Alter

Repair

Type of Structure - Select one of the following:

Single-Family Structure

Manufactured Home

Outbuilding

Multi-Family Structure

Special Use Facility

Other

Explain:

Use of proposed building and crops to be grown, if agricultural

State License #:

If crops are regulated by the State

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

Estimated Completion Date

Estimated Improvement Value

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

Lot

Block

Street Address (if known)

Number of Acres

Front Yard Width

Utilities - Check the appropriate selections

Natural Gas:

Yes

No

Liquefied Petroleum:

Yes

No

Name of Gas Provider

Name of Electric Provider

If using LP(propane) must provide installer's license or Form 4 before certificate of occupancy or final permit issued.

Plumbing:

Septic

Sewer

Sewer Provider

No Plumbing (Outbuilding Only)

Water Well:

Yes

No

Depth of Well (if known)

Deer Creek Water

OKC Water

Manufactured Home Information

This information is required for manufactured home building permits only:

Serial Number

Title Number

Make

Model

Year

Manufactured Home Value

Oklahoma County Manufactured Home Fee Schedule

Improvement Value	Building Permit Fee	Improvement Value	Building Permit Fee
\$29,000	\$29	\$48,000	\$48
\$30,000	\$30	\$49,000	\$49
\$31,000	\$31	\$50,000	\$50
\$32,000	\$32	\$51,000	\$51
\$33,000	\$33	\$52,000	\$52
\$34,000	\$34	\$53,000	\$53
\$35,000	\$35	\$54,000	\$54
\$36,000	\$36	\$55,000	\$55
\$37,000	\$37	\$56,000	\$56
\$38,000	\$38	\$57,000	\$57
\$39,000	\$39	\$58,000	\$58
\$40,000	\$40	\$59,000	\$59
\$41,000	\$41	\$60,000	\$60
\$42,000	\$42	\$61,000	\$61
\$43,000	\$43	\$62,000	\$62
\$44,000	\$44	\$63,000	\$63
\$45,000	\$45	\$64,000	\$64
\$46,000	\$46	\$65,000	\$65
\$47,000	\$47	\$66,000	\$66

If the Manufactured Home improvement is over \$66,000, 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 (Includes interior framing and exterior sheathing)
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 must be licensed by the State of Oklahoma. **All electrical, mechanical and plumbing contractors must be also registered with Oklahoma County before commencing any work.**
4. **HOMES OCCUPIED BEFORE THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY WILL NOT HAVE THE REMAINDER OF INSPECTIONS COMPLETED AND WILL NOT RECEIVE A CERTIFICATE OF OCCUPANCY.**
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 installation of water wells, aerobic and septic systems, including lines and irrigation systems must be done outside of any road right-of-way and any easement.

Oklahoma County Inspections

Inspection Requests Contact Information

Markita Epps or Clarinda Ellis

(405) 713-1464

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 - includes interior framing and exterior sheathing)
- Outbuilding Frame
- Partial Frame - Required if applicant wishes to complete exterior of structure prior to completion of all rough inspections.
- Sprinkler/Smoke Alarm System
- Outbuilding Final
- Outbuilding Frame/Final
- Residential Final

Licensed Contractor Requested Inspections:

- Electrical (Temporary Pole/Rough/Final)
- Plumbing (Ground/Rough/Final)
- Mechanical (Ground/Rough/Final)
- Gas (if applicable)
 - Propane
 - Natural Gas
- Water Service (if applicable)
- Sewer (if applicable)
- Manufactured Home Tie Downs
- Manufactured Home Electric/Gas

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**** Post address 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 November 1, 2019

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Building Construction Permit - Residential

Footing/Foundation/Erosion Control (if applicable)	\$50.00
Frame	\$50.00
Partial Frame	\$50.00
Residential Final	\$50.00

Residential - Electrical

Temporary/Construction Electric	\$44.50
<u>0 - 4,000 square foot livable space:</u>	
Electrical Rough & Service	\$60.00
Electrical Final	\$60.00
<u>4,001 - 6,000 square foot livable space:</u>	
Electrical Rough & Service	\$80.00
Electrical Final	\$80.00
<u>6,001 - 7,000 square foot livable space:</u>	
Electrical Rough & Service	\$120.00
Electrical Final	\$120.00
<u>7,001 - 8,000 square foot livable space:</u>	
Electrical Rough & Service	\$160.00
Electrical Final	\$160.00
Each 1,000 square feet or portion thereof over 8,000 square feet	\$60.00
Remodels (less than 50% of area)	\$50.00
Miscellaneous Work	\$50.00
All electrical re-inspections	\$50.00

Residential - Plumbing

Plumbing Ground	\$50.00
Plumbing Rough	\$50.00
Plumbing Final	\$50.00
Minor plumbing requiring only one inspection	\$50.00
All plumbing re-inspections	\$50.00
Sewer/Water Connection (if required)	\$50.00
Gas	\$50.00

Residential - Mechanical

Mechanical Ground	\$50.00
Mechanical Rough	\$50.00
Mechanical Final	\$50.00
Minor mechanical requiring only one inspection	\$50.00
All mechanical re-inspections	\$50.00

Manufactured Home - Permit

Manufactured Home Tie-Downs	\$44.50
Manufactured Home Electric	\$44.50
Re-Inspection	\$44.50

Engineer's Certificates ARE NOT an acceptable substitution for any required inspection