



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](http://www.oklahomacounty.org/planningcommission)



## OKLAHOMA COUNTY PLANNING COMMISSION

### COMMERCIAL / INDUSTRIAL / OFFICE BUILDING PERMIT APPLICATION

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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 \_\_\_\_\_

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

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.

**ALL FEES COLLECTED BY THIS OFFICE ARE NONREFUNDABLE.**



**OKLAHOMA COUNTY  
ENGINEERING/PLANNING DEPARTMENT  
320 Robert S. Kerr, Suite 201  
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**

**Commerical Building Construction**

Footing/Erosion Control	\$60.00
Frame	\$60.00
Certificate of Occupancy	\$110.00

**Electrical - Commercial**

Determined by size of construction. Maximum inspections as follows:

0 – 2,500 sq. ft.	3 inspections	\$160.00
2,501 – 10,000 sq. ft.	6 inspections	\$235.00
10,001 – 25,000 sq. ft.	7 inspections	\$310.00
25,001 – 50,000 sq. ft.	10 inspections	\$381.00
50,001 sq. ft. – additional two (2) inspections for each additional 10,000 sq. ft.		\$ 85.00
Remodels (less than 50% of Area) and Upgrades		\$ 60.00
All electrical re-inspections		\$ 60.00 per inspection

**Plumbing - Commercial**

All plumbing permits will be issued at the rate of **\$180.00**. This fee includes a maximum of three (3) inspections (ground, rough and final).

Minor plumbing requiring only one (1) inspection –	\$ 60.00
All plumbing re-inspections inspection	\$ 60.00 per inspection
Sewer/Water/Gas (if required)	\$ 60.00 per inspection

### **Mechanical - Commercial**

All mechanical permits will be issued at the rate of **\$110.00**. This fee includes a maximum of two (2) inspections.

Minor mechanical requiring only one (1) inspection \$ 55.00

All mechanical re-inspections \$ 55.00 per inspection

### **Mobile Homes**

All mobile homes shall be inspected for tie-downs and electrical at a rate of **\$89.00**. 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 \$44.50 per inspection.

### **Certificate of Occupancy (commercial only)**

Final Inspection \$110.00  
(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.\*\***