



**OKLAHOMA COUNTY  
PLANNING COMMISSION  
320 ROBERT S. KERR, SUITE 201  
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, 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** 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** 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 P.E.**
- **Building Permit Fee Schedule** see below:
  - All Residential \$ .25 per square foot (including covered porches, patios, carports and attached decks sharing the same roof)
  - 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 Plan Review (if applicable) \$55.00

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

**Additional Permitting Requirements:**

- All driveways must be hard-surfaced (asphalt or concrete) in the R-O-W with a minimum size 18 inch CMP.
- All driveways must be a minimum of 200' from any neighboring drives when accessing a section line road.
- All permits must comply with the Oklahoma County Subdivision, Zoning and Floodplain Regulations.
- All new construction requires installation of a carbon monoxide alarm if one or both of the following conditions exist:
  - The dwelling unit contains a fuel-fired appliance
  - The dwelling unit has an attached garage with an opening that communicates with the dwelling unit

Please allow a minimum of 3 – 5 business days for processing of permit applications. Note that the waiting period does not begin until all required documentation has been received.

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

**Markita Shaw-Epps**, Oklahoma County Planning Assistant, (405) 713-1464  
**Tyler Gammon, Jr.**, Planning Director, (405) 713-1388  
**Erik Brandt**, Oklahoma County Planner, (405) 713-7146  
**Fax** (405) 713-1850

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



## OKLAHOMA COUNTY PLANNING COMMISSION

### RESIDENTIAL BUILDING PERMIT APPLICATION

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:** 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 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 of proposed building and crops to be grown, if agricultural

State License Number: \_\_\_\_\_  
If crops are regulated by the state

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)

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

**Utilities – Check the appropriate selection:**

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: \_\_\_\_\_

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 (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. If required inspections are not completed, no certificate of occupancy 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.

**OKLAHOMA COUNTY  
PLANNING COMMISSION**

**Inspection Requests Contact Information:**

**Markita Shaw-Epps      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 – includes interior framing and exterior sheathing)
- Partial Frame – optional (required if applicant wishes to complete exterior of structure prior to completion of all rough inspections)
- 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 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**

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

**Building Construction Permit – Residential**

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

**Electrical Residential**

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

**Plumbing Residential**

All plumbing permits will be issued at the rate of **\$150.00**. This fee includes a maximum of three inspections (ground/rough/final).

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



**Mechanical Residential**

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

**Mobile Home Permit**

All mobile homes shall be inspected for tie-downs and utilities at a rate of **\$89.00**. This fee includes the following two inspections:

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

**\*\*ENGINEER'S CERTIFICATES ARE NOT AN ACCEPTABLE SUBSTITUTION FOR ANY REQUIRED INSPECTION.\*\***