



Oklahoma County Planning Commission

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

Commercial / Industrial / Office Building Permit Requirements

Oklahoma County issues building permits for the unincorporated area only. Permits are required for all property improvements, including covered but not completely enclosed structures and additions or remodels to existing structures. 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 of entire property including the following information:
 - Setbacks from the centerline of the road, side, and rear yard setbacks.
 - Property lines, proposed structure and all existing structures.
 - Relation to section line roads.
 - Ingress and egress
 - Parking plan with dimension of lot, parking spaces, aisles and ADA requirements.
 - Landscape Plan
 - Screening Plan
 - Lighting Plan
 - Signage Plan
- **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 set of complete building plans (including footing/foundation), stamped by an Oklahoma State licensed architect or engineer.**
- **Two copies of drainage calculations.**
- **Must comply with Oklahoma County's Subdivision, Zoning and Floodplain Regulations.**
- **Oklahoma County serves as the State Fire Marshal. Oklahoma County contracts the review of the submitted plans to a third-party vendor.**

FEES

- Commercial, Industrial or Office - \$.25 per square foot
- GIS Administration Fee - \$10.00
- 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.**
 - Contact your District Road Maintenance Yard for more information & assistance.
 - **District 1 Road Maintenance Yard - (405) 713-2360**
 - **District 2 Road Maintenance Yard - (405) 713-2379**
 - **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.**

Conservation Easement and Setback Requirements

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

Oklahoma County works with third-party reviewers for life safety building plan review, fire alarm, fire sprinkler, access control, and CO2 enrichment. Oklahoma County will notify the applicant of the cost of those reviews once complete. You will pay Oklahoma County these review fees and Oklahoma County will pay the third-party reviewer.

Oklahoma County's Zoning Regulation contains the following information:

- **Screening and Landscaping requirements**
- **Parking requirements**
- **Lighting requirements**

The above requirements vary and are dependent upon the zoning and/or use of the property.

Please allow a minimum of 15-30 business days for processing of permit applications. The time period for review will also be dependent on the complexity of the project.

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
- 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:

 Commercial

 Industrial

 Office

 Other

Explain: _____

 Total Square Feet

This includes all areas under roof

Proposed Use: _____

 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 Side 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 is issued.

Plumbing: Septic Sewer Sewer Provider

Water Well: Yes No Depth of Well (if known)

Deer Creek Water OKC Water

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

Total # of Spaces # of ADA Spaces

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. **PROJECTS 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 Installation
- Frame (after electrical/mechanical/plumbing roughs pass inspection - includes interior framing and exterior sheathing)
- Partial Frame - Required if applicant wishes to complete exterior of structure prior to completion of all rough inspections.
- Sprinkler/Smoke Alarm System
- Certificate of Occupancy
- Final Site Inspection to verify all drainage improvements, landscaping, parking and lighting is installed per approved plans

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)

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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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Commercial Building Construction

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

Commercial - Electrical

Determined by size of construction. Maximum inspections are as follows:

0 - 2,500 square foot:

3 inspections	\$160.00
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2,501 - 10,000 square foot:

6 inspections	\$235.00
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10,001 - 25,000 square foot:

7 inspections	\$310.00
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25,001 - 50,000 square foot:

10 inspections	\$381.00
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50,001 square feet - additional two (2) inspections for each additional 10,000 square feet	\$85.00
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Remodels and Upgrades (less than 50% of area)	\$60.00
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All electrical re-inspections	\$60.00 per inspection
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Commercial - Plumbing

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 inspection	\$60.00
All plumbing re-inspections	\$60.00 per inspection
Sewer/Water/Gas (if required)	\$60.00

Commercial - Mechanical

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 inspection	\$55.00
All mechanical re-inspections	\$55.00 per inspection

Temporary Office Trailer

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