



MISCELLANEOUS BUILDING PERMIT APPLICATION PACKET

Community Services
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

APPLICATION CHECKLIST

- _____ Signed Application
- _____ Drawings (2 Paper Sets)
- _____ Drawings (Electronic)
- _____ Site Plan (2 Paper Sets)
- _____ Site Plan (Electronic)
- _____ Floor Plan
- _____ Applicant Certification
- _____ Property Owner Certification

The construction drawings electronic version may be submitted either by CD, DVD, or email PDF at lmccann@cityofdelcity.org.

FOR STAFF USE ONLY:

Code	_____	DATE SUBMITTED:	_____
Zoning	_____	ENTERED INCODE BY:	_____
Floodplain	_____	PERMIT APPROVED:	_____
Stormwater	_____	DUE: \$	_____
Drainage	_____	RECEIPT NO.	_____
Public Works	_____		
Fire Department	_____		
Inspections	_____		



MISCELLANEOUS RESIDENTIAL PERMIT

APPLICATION INSTRUCTIONS

Community Services

405-670-7314

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All applications must be completed in full, including all required supporting documentation. Incomplete applications may be returned to the applicant, leading to substantial delay in processing.

Be sure to read these instructions carefully before proceeding!

Application Form:

1. Be sure to complete the form in its entirety.
2. The project description should be as specific as possible.
3. Acreage refers to the acreage of the entire parcel on which the work is to be completed.
4. Square Footage refers to the entire building in/ on which the work is to be completed.

Site Plan:

A site plan is required, showing the location of the proposed miscellaneous/accessory structure along with all structures on the lot. Distances to property lines and structures must be shown.

Contractors:

1. Fence contractors must be licensed with the City of Del City.
2. Concrete contractors must be licensed and bonded with the City.
3. Contractors engaging in electrical, mechanical, and plumbing work must hold valid state and city licenses.
4. Permits are obtained directly by the Contractor and Contractors must call for inspection.

Adopted City Codes:

The City's current Adopted codes and standards include:

2015 International Residential Code	2015 International Property Maintenance Code
2015 International Mechanical Code	2015 International Plumbing Code
2015 International Fuel Gas Code	2015 International Existing Building Code
2015 International Private Sewage Disposal Code	2015 International Pool and Spa Code
2014 NFPA 70: The National Electrical Code	2015 International Energy Conservation Code
2015 International Fire Code	2015 International Wildland-Urban Interface Code
2015 NFPA 101 Life Safety Code	2015 NFPA 13/13D/13R & NFPA 72

Additional requirements can be found in Chapter 5 of the Del City Code of Ordinances, accessible at <http://www.municode.com> and within the Del City Planning and Zoning Ordinance (site design, parking, etc.).

Special Considerations:

- A. **Accessory Buildings:** All storage buildings larger than 250 sq. ft. must have a foundation that complies with adopted building codes. Storage Buildings smaller than 250 sq. ft. must be anchored in a manner approved by the building official that is at least equivalent to using thirty-inch-long, double helix anchors with steel bands spaced sixteen (16) inches on center or at each end of the building.

May not exceed 750 sq. ft. and if the building is over 350 sq. ft. it must have a concrete floor. Accessory buildings must have a roof pitch of at least 5/12 and not more than 12/12. Wall Height of Accessory Buildings is limited to eight (8) feet above the ground. Accessory Buildings require a five (5) foot setback and must not be placed in easements.

A photograph or drawing of all storage buildings is required!!

- B. **Carpports and Patio Covers:** Must be designed to support a load of twenty (20) pounds per square foot in addition to the weight of the structure and all bolts and screws used in the structure shall be cadmium-plated or equal.

1. The roof slope for carports shall be at least three-sixteenths (3/16) inch per foot.
2. If visible from the street:
 - a. Must be of a traditional roof on fixed support construction or designed in such a way to be complimentary to the architecture of the house.
 - b. No carport or patio cover that is visible from the street shall be of a type commonly understood to be portable, temporary or prefabricated in nature.
 - c. No carport or patio cover that is visible from the street shall be of a type having features such as curved ribs, sheathing material that wraps from roof to side, or curved peak unless such a design has been approved as complimentary to the architecture of the house.

A photograph or drawing of all carports is required!!

- C. **Fences:** Residential fences:
1. Require a permit for new construction and significant alterations, including changes in location, material type, height, etc. Permits are waived for maintenance, to include repairs using the same materials. Any new posts will require an OKIE locate, regardless of whether a permit is required.
 2. All work must be done in a workmanlike manner, regardless of whether a permit is required.
 3. Are generally limited to six (6) feet in height. Requests for higher fences must be made in writing and will be granted only after review.
 4. Metal panel fences are generally not permitted in residential areas.
 5. The "rough" side of fences should face the applicant property.
 6. Barbed wire, razor wire, and similar materials are not permitted.
 7. Fences will be permitted in City Utility Easements only after review. Fences generally must be offset from drainage easements or conveyances. Removal of or damage to any fence in an easement will be the responsibility of the property owner, if access to the easement is required.
- D. **Radio Towers:** Radio towers require three (3) sets of professionally drawn plans with an engineer's seal. An in-person plan review is required.
- E. **Driveways:** All residential driveways will have a five (5) foot radius in the approach at the curb. No steel in the approach in the right-of-way, approximately in the first 12' of the driveway.
1. Driveway may be placed to property line but must maintain 5' radius and it shall not be placed closer than 25' to an intersection.
 2. No required radius shall encroach upon adjoining property, nor overlap the required radius of the adjacent driveway – unless the property owner and adjoining property owner sign a notarized release allowing this.
 3. Maximum lot coverage in front yard is fifty (50) percent.
 4. Approved materials for Driveway construction are:
 - a. 2" of asphalt on a 4" base of stabilized aggregate or equivalent.
 - b. 4" of Portland Cement Concrete with a minimum of 2" sand bed from property line in.
 - c. 6" of #3500 p.s.i. concrete with a minimum 2" sand base on approach in right-of-way.
 - d. Expansion joints required in approach and every 12' thereafter.
 - e. No water meter boxes to be poured in driveway. Contact Water Line Maintenance to move meter box (671-2875), at no cost to the property owner.
 - f. Inspected when base material and forms are in place, prior to pouring. **
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APPLICANT SIGNATURE

DATE



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PROPERTY INFORMATION:

Property Address: _____

City: _____ State: _____ Zip: _____

Property Owner Name: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____

APPLICANT INFORMATION:

Applicant Name: _____

Applicant's Current Address: _____

City: _____ State: _____ Zip: _____

Applicant Contact: _____

Phone: _____ Cell: _____

Applicant E-mail Address: _____

Relationship to Property Owner: Self Contractor Other: _____

PROJECT INFORMATION:

Permit Type: Carport/Awning Driveway Fence Garage
 Patio Cover Radio Tower Storage Building Workshop

Project Description: _____

Estimated Project Cost: _____ Project Square Footage: _____ Overall Acreage: _____

Start Date: _____ Completion Date: _____

Existing Use: _____ Proposed Use: _____

ADDITIONAL INFORMATION:

Storage Building: Roof Pitch: _____ Wall Height: _____

Foundation: _____ Anchor Type: _____

Garage/Workshop: Roof Pitch: _____ Wall Height: _____

Foundation: _____ Anchor Type: _____

Utilities: Electrical Y / N Plumbing Y / N Mechanical Y / N

Carport/Patio Cover: Roof Pitch: _____ Height: _____

Width: _____ Length: _____

of Posts: _____ Material: _____

Fence: Height: _____ Material: _____

Radio Tower: Height: _____ Material: _____

Distances: Nearest Property Line _____ Nearest Structure: _____

PLOT PLAN

*** Show all Buildings, Easements, Setbacks, and Lot Line Dimensions

I hereby certify that the above site/plot plan shows all existing and proposed improvements on this property:

Signature

Date

APPLICANT CERTIFICATIONS

I certify that this permit application is complete and accurate, to the best of my knowledge. _____ (initial)

I understand that, by submitting this application, I agree to comply with all adopted codes and applicable laws/ordinances. _____ (initial)

I understand that inspections are required as provided for in the City's adopted codes, that inspections must be arranged at least 48 hours in advance, that inspections are scheduled and performed on the basis of need and based on the nature of the work being inspected, and that failed inspections may lead to re-inspection fees. _____ (initial)

I hereby submit this application for a Miscellaneous Building Permit.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER CERTIFICATION

I certify that the applicant has my authorization to submit this building permit application. I certify that I understand that as the Property Owner, I am ultimately responsible for anything that is done to the property. _____ (initial)

PROPERTY OWNER SIGNATURE

DATE