



# RESIDENTIAL BUILDING PERMIT APPLICATION PACKET

**Community Services**  
**405-670-7314**  
3701 SE 15th Street  
Del City OK 73115  
[www.cityofdelcity.com](http://www.cityofdelcity.com)  
Fax: 405-670-7368

## APPLICATION CHECKLIST

- \_\_\_\_\_ Signed Application
- \_\_\_\_\_ Construction Drawings (2 Complete Paper Sets)
- \_\_\_\_\_ Construction Drawings (Electronic)
- \_\_\_\_\_ Site Plan (2 Paper Sets)
- \_\_\_\_\_ Site Plan (Electronic)
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Applicant Certification
- \_\_\_\_\_ Property Owner Certification
- \_\_\_\_\_ Project Cost Breakdown

The construction drawings electronic version may be submitted either by CD, DVD, or email PDF at [lmccann@cityofdelcity.org](mailto:lmccann@cityofdelcity.org).

**FOR STAFF USE ONLY:**

- Code \_\_\_\_\_
- Zoning \_\_\_\_\_
- Floodplain \_\_\_\_\_
- Stormwater \_\_\_\_\_
- Drainage \_\_\_\_\_
- Public Works \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Inspections \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

ENTERED INCODE BY: \_\_\_\_\_

PERMIT APPROVED: \_\_\_\_\_

DUE: \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_



# RESIDENTIAL BUILDING PERMIT

## APPLICATION INSTRUCTIONS

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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.
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### **Submission of Plans:**

For any construction, two (2) complete sets of plans and one (1) electronic copy are required, including detailed foundation drawings (engineer seal must be affixed if foundation is not code-compliant) and elevations for all four sides. For additions and remodeling, as much information as possible should be provided. If plan submission is unclear, professionally designed plans may be required. For information about location of water and sewer lines, please submit the request form.

### **Project Cost Breakdown**

For Additions and Remodeling, a detailed work plan and project cost breakdown must be submitted. These must contain a detailed listing of the items that will be completed. Cost figures must be supported by contractor estimates.

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### **Plan Review**

Plan Review is conducted internally. If further information is required, the applicant will be contacted.

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### **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.

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### **Contractors:**

1. Contractors engaging in electrical, mechanical, and plumbing work must hold valid state and city licenses.
  2. Contractors working on drive approaches must have a city license.
  3. Permits are obtained directly by the Contractor and Contractors must call for inspection.
  4. If approved by the City, individuals who own and occupy a structure may perform basic remodeling work, provided that all required permits and inspections are obtained.
  5. Rental properties require licensed contractors.
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### **Special Considerations:**

- A. **Stormwater:** Silt fencing and erosion control are required when disturbing the soil

- B. **Floodplain:** All new construction located within the Special Flood Hazard Area (1% change floodplain), a design elevation certificate must be provided, along with a Floodplain Development Permit application. For more information, visit <http://www.floodsmart.gov>.
  - C. **AICUZ:** New residential construction is generally not permitted within the AICUZ area. For more information, see 2006 AICUZ report at <http://www.acog.org/JLUS>.
  - D. **Sidewalks:** Sidewalks are required for all new construction and significant remodeling.
  - E. **Driveways:** Concrete driveways are required for all new construction and for significant remodeling.
  - F. **Masonry:** All new construction must be brick or masonry on all sides.
  - G. **Size:** New construction must be greater than twelve-hundred (1200) sq. ft., plus a two (2) car garage.
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**Occupancy:**

An application for occupancy should be submitted before requesting final inspections. Should any question exist regarding acceptable uses, this question should be addressed during a "Pre-Plan" meeting.

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APPLICANT SIGNATURE

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DATE



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**PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is the Property occupied: \_\_\_ Yes \_\_\_ No

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: \_\_\_\_\_

**PROJECT INFORMATION:**

Permit Type: \_\_\_ New Residential \_\_\_ Residential Remodel \_\_\_ Residential Addition

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Project Square Footage: \_\_\_\_\_ Overall Acreage: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Does the Existing Building have a Fire Suppression System? \_\_\_ Yes \_\_\_ No

Does the Proposed Building have a Fire Suppression System? \_\_\_ Yes \_\_\_ No

**RESIDENTIAL CONTRACTOR INFORMATION:**

License No: \_\_\_\_\_

Are you seeking an exemption \_\_\_ Yes \_\_\_ No

from the Residential Contractor requirement? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**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 certify that I have a valid Residential Contractor's license with the City of Del City. \_\_\_\_\_ (initial)

OR

I certify that I am the legal property owner and occupant of the address listed herein and that I will personally complete all permitted work without compensation to any other party for work that would otherwise require a residential permit, and that I am exempted from the Residential Contractor's licensing program. \_\_\_\_\_ (initial)

*I hereby submit this application for Residential 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