



RESIDENTIAL 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
- _____ Construction Drawings (4 Paper Sets)
- _____ Construction Drawings (Electronic)
- _____ Site Plan (4 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.

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. This application form is for use on new construction, remodeling and addition projects for one- and two-family structures.
2. Be sure to complete the form in its entirety.
3. The project description and cost estimates should be as specific as possible.
4. All certifications must be signed.

Submission of Plans:

For new residential construction, two (4) sets of plans and one (1) electronic copy are required, including detailed foundation drawings (original 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 a utility atlas 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 or other supporting documentation.

Plan Review

For one- and two-family residential projects, plan review is conducted internally. If further information is required, the applicant will be contacted.

Adopted City Codes:

The City's current adopted codes and standards include:

2003 International Residential Code	2003 International Property Maintenance Code
2003 International Mechanical Code	2003 International Plumbing Code
2003 International Fuel Gas Code	2002 NFPA National Electrical Code
2003 International Private Sewage Disposal Code	

Additional requirements for residential construction 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. Floodplain management and stormwater quality regulations can be found in Chapter 16 of the Del City Code of Ordinances.

Utilities:

1. Contact OKIE before beginning any construction project.
2. Construction water can be obtained by contacting Utility Billing at 405 671 2820. A structure may not be occupied while construction water is active. Permanent water/sewer/trash service is only available to structures that have a valid certificate of occupancy.
3. Construction electric and gas are obtained by appropriate contractors after obtaining permits and inspections.

Contractors:

1. Remodel and addition work to one- and two- family dwellings requires the permit applicant to hold a city license as a residential contractor, unless the applicant is both the owner and occupant and qualifies for an exemption.
2. Contractors engaging in electrical, mechanical, and plumbing work must hold valid state and city licenses.
3. Contractors working on drive approaches must have a city license.
4. Permits are obtained directly by the contractor and only the contractor may request an inspection.
5. If approved by the Building Official, individuals who own and occupy a structure may perform basic electrical, plumbing and mechanical work without being a licensed contractor, provided that all required permits and inspections are obtained.

Special Considerations:

- A. **Stormwater:** Depending on the size of the project, a grading permit and/or a stormwater quality permit may be required. For all projects creating any land disturbance, erosion control (silt fence or similar) is required.
- B. **Floodplain:** For all work located within the Special Flood Hazard Area (1% change floodplain), a floodplain development permit is required. For new constructions, additions, or remodeling that qualifies as substantial improvement, a design elevation certificate must be provided with the permit application. For more information, visit <http://www.floodsmart.gov>.
- C. **AICUZ:** New residential construction is generally not permitted within the Accident Potential Zone I or Accident Potential Zone II, as designated in the 2006 Air Installation Compatible Use Zone (AICUZ) report for Tinker Air Force Base. For more information, see 2006 AICUZ report and the Tinker AFB Joint Land Use Study Final 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:** All new residential structures are to be a minimum of 1000 sq. ft. of living space and must have an attached, two-car garage.
- H. **Roof Pitch:** All new residential structures are to have a roof pitch of at least 5/12.

Occupancy:

For structures not yet having a valid Certificate of Occupancy, an application for residential occupancy should be submitted before requesting a final inspection. The final inspection for the building permit replaces the standard housing inspection that would normally be required each time there is a change of occupancy for a residential structure.



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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