



# COMMERCIAL 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 (4 Paper Sets)
- \_\_\_\_\_ Construction Drawings (Electronic)
- \_\_\_\_\_ Site Plan (4 Paper Sets)
- \_\_\_\_\_ Site Plan (Electronic)
- \_\_\_\_\_ Project Specs and Manual (4 Paper Sets)
- \_\_\_\_\_ Project Specs and Manual (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](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. \_\_\_\_\_



# COMMERCIAL 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.
- 5.

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### **Submission of Plans:**

Unless otherwise indicated, four (4) sets of plans and one (1) electronic copy are required. For all but the most basic projects, these plans must be professionally prepared by an appropriate design professional. A complete floor plan must be included. A site plan is required. This site plan must include the location of parking spaces and landscaping and must document the required fire hydrant coverage (300' and 500').

For all new construction and remodeling that affect the building exterior, color elevations for all sides of the building are required. Detailed foundation drawings are required (engineer seal must be affixed if foundation is not code-compliant).

For information regarding the location of water and sewer lines, please submit a utility atlas request form.

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### **Plan Review**

An in-person plan review is conducted for all new and remodeled commercial, multifamily residential and industrial buildings, except for minor remodeling projects that do not affect the use of the structure and do not necessitate code upgrades for accessibility or life-safety. Prior to plan review, an in-person "pre-plan" meeting can be scheduled. There is no fee for a "pre-plan" meeting. Plan review fees are included in the permit cost. To schedule a plan review or "pre-plan", please contact the Community Development Assistant at (405) 671-2831.

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### **Adopted City Codes:**

2003 International Building Code

2003 International Fire Code

2003 International Existing Building Code

2002 NFPA National Electrical Code

2003 International Plumbing Code

2003 International Mechanical Code

2003 International Fuel Gas Code

NFPA 13 and 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.). Floodplain management and stormwater quality regulations can be found in Chapter 16 of the Del City Code of Ordinances.

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### **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.

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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 only the contractor may request an inspection
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**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. For any increase in impervious surface, detention to the 100 year event 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:** For any project located within the Air Installation Compatible Use Zone (APZ 1 or APZ 2), additional documentation may be required. Structures within either APZ zone must comply with the current edition of the International Energy Conservation Code. Many common uses are prohibited, and overall densities are significantly limited, as are building heights. For more information, see 2006 AICUZ report and the Tinker AFB Joint Land Use Study Report at <http://www.acogok.org/JLUS>.
  - D. **Sanitation:** Sanitation service is provided by the City. Trucks pick up containers on the right side. Enclosures must be designed to accommodate this sort of pick up. Container pad and a clear path to the container must be constructed of minimum 6" concrete or approved equivalent.
  - E. **Architectural Seal:** Architectural seal must be affixed to plans if required by state law.
  - F. **Sidewalks:** Sidewalks are required for all new construction.
  - G. **Fire Lanes:** Fire lanes must be approved by the Fire Marshal and must be paved in a minimum of 6" of concrete or approved equivalent.
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**Final Inspections / Occupancy:**

*An Application for Commercial Final Inspection should be submitted before requesting a final inspection.*

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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: \_\_\_\_\_

### PROJECT INFORMATION:

Permit Type:  New Commercial  New Multifamily  New Industrial  Other New  
 Commercial Remodel  Multifamily Remodel  Industrial Remodel  Other Remodel  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Project Square Footage: \_\_\_\_\_ Overall Acreage: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
\_\_\_\_\_

### FIRE SUPPRESSION / ALARMS:

Existing Building- Does it have the following:

Fire Suppression System  Yes  No  
Fire Alarm System  Yes  No

Proposed Building- Will it have the following:

Fire Suppression System  Yes  No  
Fire Alarm System  Yes  No

**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 Commercial 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



# COMMERCIAL BUILDING PERMIT

## Plan Submission Standards

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### 1. Preliminary Plans

Preliminary plans may be submitted at any time for discussion purposes. Preliminary plans will not be reviewed for permit approval. Either printed or electronic format is acceptable for preliminary plans.

### 2. Initial (Permit Review) Submission

For permit review, four (4) sets of prints and one (1) electronic copy of prints must be submitted with the permit application. The printed size should be no smaller than 24" x 36". A site plan showing the location of all utilities (including stormwater) and parking spaces must be submitted. An additional sheet showing existing and proposed fire hydrants must be submitted, with each hydrant marked with circles having 300 ft. and 500 ft. radii. A dimensioned floor plan showing the location of exit signs, emergency lighting, and fire extinguishers must be included. When required, each page must bear the seal of the appropriate design professional. On approval, one set of plans (and specifications/ manuals) will be marked approved and returned to the applicant to be retained on the job site.

### 3. Stormwater Quality

Separate submission requirements for Grading Permits, Construction Stormwater Discharge Permits, and Post-Construction Stormwater Discharge Licenses.

### 4. Floodplain Management

For any project located within an area of special flood hazard (Zones A, AE, AO, AH, or A1-99) on the community's current adopted Flood Insurance Rate Map, a floodplain development permit application must be submitted along with the Building Permit application.

### 5. Fire Alarm and Fire Suppression

Fire Alarm and/ or Fire Suppression plans are submitted directly to the Fire Marshal by the appropriate contractor, with a copy of the electronic plans submitted to Community Services. Three (3) printed sets and one (1) electronic set are required. On approval, one (1) set will be marked approved and returned to the applicant to be retained on the job site.

### 6. Material Modifications

Material modifications to approved plans should be submitted for approval in the same manner as initial plans.

### 7. Special Inspections

Inspection reports for any special inspections should be submitted in printed and electronic form no later than 72-hours after being received. A copy of all special inspection reports should be maintained on the job site.

### 8. Final "As-Built" Submission

Before occupancy can be approved, a final "as-built" submission is required along with an application for occupancy. The final submission consists of one (1) printed and one (1) electronic copy of "as-built" drawings that incorporate the original approved plans and any changes. As-built drawings for fire suppression and fire alarm systems must be included. A final elevation certificate must be included for any project located in an area of special flood hazard. Detail of any post-construction best management practices being used for stormwater quality control must be included.

### 9. Phased Permitting

Phased permitting for horizontal construction will be considered on a case-by-case basis.

**10. Simplified Submissions**

In order to simplify submission and reduce costs for the applicant, minor remodels to existing structures without changes in occupancy classification may submit one (1) printed and one (1) electronic copy of construction drawings, a site plan, a hydrant drawing, and a floor plan as the initial submission. A full submission may be required if deemed necessary for purposes of review.

**11. Method of Submission**

Paper copies of plans may be submitted in person to the Permit Desk at City Hall or may be mailed or delivered to:

City of Del City  
Attn: Planning  
City Hall  
3701 SE 15<sup>th</sup> Street  
Del City, OK 73115

Electronic copies may be submitted on CD, DVD or Blu-Ray Disc along with the paper plans, or may be submitted by email (file size permitting) to [planner@cityofdelcity.org](mailto:planner@cityofdelcity.org).