

COMMERCIAL BUILDING PERMIT PROCESS

CITY OF TULSA, OKLAHOMA



COMMERCIAL CONSTRUCTION

PERMIT PROCEDURES

**Department of Economic Development
Development Services Division
Permit Center
175 E 2nd St, 4th floor**

INTRODUCTION

The City of Tulsa is committed to economic development and to being a helpful and enthusiastic partner with the construction industry and the citizens of Tulsa involved in the development of commercial properties. Generally a building permit must be obtained from the Building Official before beginning construction or tenant improvements. The information in this pamphlet is to assist you in preparing for and obtaining your permit. We are here to serve the public and construction industry in a timely, courteous, and professional manner without compromising the statutes and ordinances of the City of Tulsa.

For more information about obtaining a permit, or whether one is required, contact the Building Permit Center at (918) 596-9601 or visit us at 175 E 2nd St., Suite 455.



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PART I.
DESCRIPTION OF MINIMUM STANDARDS
FOR DOCUMENT SUBMITTAL



GENERAL INFORMATION

COMMUNICATION OBJECTIVES FOR DEVELOPMENT SERVICES: As stated in the introduction to this pamphlet, our primary responsibility is to serve the needs of the public, while not compromising the regulations we are charged to administer. One way of accomplishing this objective is to ensure an open line of communications with the public. Some ways we do this are:

- Special pamphlets and brochures
- Consulting services provided to walk-in customers and by phones
- Fax

We will appreciate your suggestions for improving our service to you, our customer.

DRAWING STANDARDS: Plans should include all of the items in this information pamphlet that apply to your particular project. Plans (originals or reproductions) must be clear and legible on substantial paper. Blueprints, photocopies, or ink drawings are acceptable. Pencil drawings are not acceptable. The plan must be drawn to scale. The recommended scale for the plans, other than site plan, is 1/4" = 1' or 1/8" = 1'. For the site plan, the recommended scale is 1" = 20', but any other scale can be used that will adequately show the lot and buildings on it. Where the plans involve additions to existing structures, clearly differentiate between proposed demolition (if applicable), existing construction and proposed construction. The plans must be complete and clearly show the extent and type of work. Compliance with the current International Building Code and other relevant statutes must be shown on the plans. Development Services will maintain copies of the plans, either by microfilm or in an electronic format. Therefore, we request that the plans be drawn clear enough for microfilming or scanning. The plans must be submitted in two separate sets; four sets are required for projects served by a septic system (see exhibit 1) or food-related projects (see exhibit 2). The Permit Center will accept plans drawn on any size paper; however, we recommend that the plans be drawn on 18" x 24" or larger paper because many ink stamps and approvals must be placed on the plans upon approval.

SPECIAL INSPECTIONS: Special inspections are required according to chapter 17 of the International Building Code.

RETAIN YOUR PAPER WORK: Copies of your permits, receipts, and approved plans are important documents. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference.

DECLARED AND ACTUAL VALUATION: These two values could be the same or vary significantly, depending on how the declared valuation was determined. The declared valuation is the applicant's estimate of the construction cost and is used only to determine the application fee which is due at the time of application. The actual construction valuation is the value on which the permit fee is based. There are several nationally recognized publications that provide information by which construction costs can be estimated. All of these publications have factors that adjust for regional variations in cost. These data are used to provide consistent valuation for projects.

The City of Tulsa currently uses the International Building Code Type of Construction Factor valuation index. A copy of the current valuation data is available for review in the Building Plans Review office should anyone wish to do so.

PRIORITY REVIEW: Applicants may request a priority review when they apply for a building permit. The purpose of this service is to expedite the processing of applications for small interior remodel projects. However, any project that has NO impact upon Fire Department access, Zoning concerns, Traffic/Engineering reviews, or Health Department regulations could be a candidate for priority review as determined by staff. If a project's scope is not suitable for a priority review, the application will be transferred to the regular commercial review process. Priority reviews are conducted between 9:00 to 11:45 a.m. and 1:00 to 3:45 p.m. Total process time through permitting for a priority review application averages 3 to 4 working days. Applicant's presence during the architectural review is encouraged in priority review to expedite compliance responses.

TIME LIMITATION OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

PAYMENT FOR PERMITS: Payments for permits shall be due upon notification to an applicant that the permit has been approved and is ready for issuance. Any permit not paid for within thirty (30) days after notification may be deemed void and any application fee shall then be forfeited.

EXPIRATION: Every permit issued shall become invalid unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The work is considered to be suspended or abandoned if inspections are not called within the specified time limit. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

RESUBMITTED OR REVISED PLANS: Resubmittal of additional new or revised plans will be assessed an additional fee of Twenty-five Dollars (\$25.00), with an additional review fee of One Dollar (\$1.00) per page on a single set of plans. This fee shall be non-refundable.

ACCOUNTS: Every person or entity applying for a permit shall have an account with an initial deposit of \$250.00 and maintain a balance of \$100.00 until the completion of the permit. (See Title 49, Section 117 for details).

REQUIRED FORMS AND DRAWINGS:

In addition to the permit application, the following items must be supplied when the plans are submitted. Additional items may be required in certain circumstances before the permit is issued. Be sure to see the information in Part II of this pamphlet covering those projects for specific requirements.

APPLICATION FOR BUILDING AND ZONING CLEARANCE PERMIT

The owner, contractor, architect or other authorized agent can fill out an application for a building permit.

BUILDING PERMIT CERTIFICATION & AFFIDAVIT AS TO EASEMENTS, DEDICATIONS AND RIGHTS-OF-WAY

This document is required for all building permit applications. It states that the person filing the application is the owner or lessee of the building, or agent of either, or the licensed engineer or architect employed in connection with the proposed work. If the application is sent through the mail, or delivered by a person other than the owner or authorized agent, it must be accompanied by an affidavit by the owner.

INFORMATION FOR BUILDING, REMODELING, ENLARGEMENT, ALARM AND FIRE PROTECTION PERMIT APPLICATIONS

This document is required for remodeling, tenant finish, enlargement, and fire protection systems. Its purpose is to determine the fire rating of the existing building. This allows the plans examiner to evaluate the effect that the proposed construction will have on the existing building.

CERTIFICATE OF USE AND OCCUPANCY

A Certificate of Use and Occupancy is required prior to occupancy for buildings or structures erected, enlarged, remodeled, or altered to change from one use to another (e.g.. from an office to a shoe store). The form is designed to obtain enough information to determine the use group, type of construction, and any special stipulations that should be imposed.

ARCHITECT'S AND ENGINEER'S SEAL

A professional seal shall be required per applicable State licensing laws. For example, plans may need an architect's seal if the building being repaired, erected, expanded, or altered is greater than two (2) stories in height (excluding a basement), over \$100,000.00 valuation for proposed construction, or exceed certain area size or occupant loads. An engineer's seal shall be placed on any plans for proposed construction designed by an engineer.

SITE PLAN

This plan shows a general layout of the lot. It must show:

1. Legal description of the property as recorded on the deed.
2. All boundaries and dimensions of property and names of bordering streets.
3. Location and dimensions of all existing and proposed buildings, structures, and driveways.
4. Distances from the two closest property lines to the proposed building or structure, and the distance from the proposed work to the centerline of the street(s).
5. Easements, setbacks, and public rights-of-way.
6. All architectural projections; i.e., stairs, porches, balconies, fireplaces, etc.
7. Location of all utility service lines and meters.
8. North arrow and drawing scale.
9. Existing and proposed topography, which may consist of one of the following:
 - a. Existing and proposed contour lines @ 2' intervals.
 - b. Existing and proposed spot elevations.
10. The finish floor elevation of the lowest floor of the proposed building.
11. Fire hydrants, manholes, retaining walls, etc.

NOTE: For property served with a septic system, see Exhibit #1.

FOUNDATION PLAN

Provide plan dimensions and details of foundations including continuous footings, grade beams, and pier footings. Show footing dimensions, thickness of concrete slabs, reinforcing steel, access holes when applicable, and the North arrow and scale.

WALL CROSS-SECTION

Sections must show with scale the following:

1. Footing, stemwall, and slab detail.
2. Interior and exterior wall finishes.
3. Size, spacing, and type of materials used.
4. R-value, type, and location of insulation.
5. Connection details.

6. Roof framing details.

DETAIL SHEETS (WHEN APPLICABLE)

Show details of all fireplaces, stairs, girders, beams, headers, etc. with size and type of materials to be used.

ENGINEERING CALCULATIONS

Construction involving structural design may require submittal of building code edition, design loads, and engineering calculations and the seal of the design structural engineer registered with the State of Oklahoma.

FLOOR PLAN

Floor plans must show the following:

1. Exterior and interior dimensions.
2. Descriptive use of all rooms and spaces.
3. Size and type of all windows and doors.
4. Plumbing fixtures, gas appliances, water heater, and electrical equipment.
5. Heating and air-conditioning system components.
6. Locations and types of smoke detectors, when applicable.
7. North arrow.
8. Drawing scale.
9. Exit lights, emergency lighting, and location of safety glazing.
10. Existing and proposed floor plans for review of enlargement projects.

ROOF PLAN AND DETAILS

This plan must show the following:

1. Roof pitch.
2. Size of hips, valleys, rafters, and ridges.
3. Direction and span of rafters.
4. Roof area (skylights, panels, awnings etc.).
5. Complete roofing specifications.
6. Lumber sizes, spacings, species and grades, if applicable.
7. North arrow and scale.

NOTE: If trusses, beams, girders, or columns not listed in the prescriptive code tables are used, the plans shall be sealed by an engineer licensed in the State of Oklahoma.

ELEVATIONS

This is a drawing of the exterior walls showing with scale the following:

1. Doors, windows, and other openings.
2. Exterior finishes.
3. Height of structure and projections above the ground.
4. Indicate North, South, East or West elevation.

Civil Plans

The requirement of Civil Plans shall be applicable to any development, redevelopment, building, excavating, grading, regrading, paving, land filling, berming or diking of any property within the City. Civil Plans will be reviewed for floodplains (both FEMA and Tulsa Regulatory) stormwater drainage, sidewalks and driveways, easements, water and sanitary sewer and erosion control. ADA requirements away from the buildings will also be reviewed. The site civil drawings shall consist of plans, profiles, special details, standard drawings and specifications sufficiently detailed for construction. All construction documents shall be subject to requirements of City Ordinance Titles 11 & 35, Stormwater Management Criteria Manual, and Infrastructure Development Manual.

Construction details must be sufficiently detailed for construction. Applicable COT Standard Specifications, Details, and Drawings must be followed. The standards are in two volumes containing commonly used and City approved infrastructure details and specifications. They can be referenced in the construction documents by their listed standard number and title or copied and included in the documents themselves. These volumes can be purchased from Public Works Department, 2317 S. Jackson Ave. They are also available on-line at:

<http://www.cityoftulsa.org/CityServices/Engineering/index.asp>

The most recent edition was issued in May 2005.

Drainage and Floodplains

Grading and Drainage Plans shall be detailed enough to demonstrate drainage will not negatively impact subject property, neighboring properties or watersheds, including the creation of erosion and sedimentation problems. Grading and Drainage Plan shall include, but not limited to the following

detailed information:

1. Existing and Proposed Contours-Clearly labeled, contours shall be provided for all disturbed areas. Contours for undisturbed areas shall be shown when drainage in those areas impacts the disturbed area. Identify and locate all swales, drainage ditches, concrete flume and storm drains.
 - a. Finished Floor Elevations- Note finished floor elevation(s) for proposed buildings/structures.
 - b. Spot Elevations- Show critical spot elevations, as necessary to demonstrate positive drainage and direction of flow, i.e. Show and label low curb and high curb elevations. If applicable show storm drain grate elevations, concrete flume and drainage ditch elevations indicating the percent of slope. Also please provide location of ADA required ramps indicating the percent slope will meet or exceed ADA requirements. Provide a permanent control point (benchmark) established on property and shown on the plan with the elevation noted.
 - c. Floodplains - Please note if either the FEMA or Tulsa Regulatory floodplain is located on the property. Surveyed limits of the floodplain shall be shown on plan noting the elevation (per NGVD 1988) as indicated by the COT flood zone determination.
 - d. Drainage Arrows- Provide drainage arrows that clearly identify how stormwater will be routed around buildings, prevent ponding in parking lots and where stormwater will convey to a detention area or will exit the property and convey to a private or public storm drainage system. If applicable, please provide guttering downspout drainage detail.
 - e. Drainage Summary Chart- Should be submitted with Civil plans signed and sealed by an engineer licensed in the State of Oklahoma.
2. Detention Report- If applicable, should be submitted with Civil plans signed and sealed by an engineer licensed in the State of Oklahoma.

Erosion Control

1. Plan - All developments shall be designed, constructed and completed in a manner which minimizes the exposure of bare earth to precipitation and runoff. Development shall be constructed only if appropriate sedimentation facilities are installed and maintained throughout the construction period. The erosion control plan must be included with the construction plans.
2. Storm Water Pollution Prevention Plan (SP3) – A separate report is required for any development disturbing over 1 acre (43,560 sq.ft.) It is subject to the requirements of the General Permit OKR10 issued to the City of Tulsa by ODEQ. A review checklist has been prepared to assist in the preparation of the SP3. The Stormwater Pollution Plans Review Checklist may be viewed at:

<http://www.cityoftulsa.org/our-city/doing-business-with-the-city/permits-and-licensing/infrastructure-development.aspx>

Water and Sanitary Sewer Mains

The location and size should be shown on your plans. Easements for these lines need to be shown. If easements are not available, then we will ask that they be provided prior to construction. Service line locations should be indicated. They normally are not allowed to be in any easements other than to cross them perpendicularly.

Handicap Access

ADA requirements must be met on all sidewalks and in the parking lots to the sidewalks from all designated parking slots.

Driveways, Sidewalks and Parking Lots

1. Driveways - There are standards for each of these in the City Standards. Driveway

- openings are from 24 feet to 36 feet in width. If on an arterial street, they must be located within limits of access as shown on the plat.
2. Sidewalks – Sidewalks are normally required along all streets. Standard width is 5 feet.
 3. Parking lots – These must be paved and curbed. Drainage will be closely watched to prevent ponding, runoff into streets and adjoining properties.



PART II.
MINIMUM STANDARDS FOR DOCUMENT
SUBMITTAL



MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL

The following information is a summary of the minimum requirements for a commercial building permit application.

APPLICATION FEES

DECLARED VALUATION

\$0 TO \$15,000	\$32.00
\$15,001 TO \$100,000	\$63.00
ABOVE \$100,000.....	\$0.73 PER \$1000 VALUATION

NOTE: The declared valuation is your estimate of the total construction cost. The actual valuation is verified by staff using regional cost indices.

NOTE: The building application fee is a portion of the building permit fee and is due at the time of application. It will be deducted from the total permit fee that is due at the time of permit issuance, or forfeited with expired permits.

OTHER FEES

TENTS	\$63.00 for the first tent & \$16.00 for each additional tent
TEMPORARY USE OF MOBILE HOMES	\$106.00
FUEL STORAGE TANKS	\$63.00 for the first tank & \$16.00 for each additional tank
ZONING	\$67.00

Resubmitted or Revised Plans.....\$25.00 + \$1.00 per page on a single set of plans

NOTE: Please see Title 49, Administrative Permit & License Fees for a complete listing of applicable fees. Title 49 is available on the City website at www.cityoftulsa.org under "Our City" and "Ordinances".

NEW CONSTRUCTION

Reviewed by Zoning, Architectural Review, Fire Marshal, Water/Sewer/Drainage, Engineering, Traffic Engineering, and Health Department when food and/or septic system are involved.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.
3. Building Information for Remodeling, Enlargement, & Certificate of Occupancy Permit Applications.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1. If food related, see Exhibit #2.

1. Proposed site plan or key plan with a complete legal description as recorded on the deed, shown on each plan.
2. Foundation and structural plans.
3. Wall cross-section.
4. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
5. Proposed floor plans. (Note: Show existing floor plan for enlargement of an existing building.)
6. Roof plan and details.
7. Building elevation views.
8. Design professional's statement regarding special inspections.
9. Civil plans.

ENLARGEMENT OF AN EXISTING BUILDING OR ACCESSORY BUILDING

Reviewed by Zoning, Architectural Review, Fire Marshal, Water/Sewer/Drainage, Engineering, and Health Department when food and/or septic system are involved.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.
3. Building Information for Remodeling, Enlargement, & Certificate of Occupancy Permit Applications.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1. If food related, see Exhibit #2.

1. Proposed site plan or key plan with a complete legal description as recorded on the deed, shown on each plan.
2. Foundation and structural plans.
3. Wall cross-section.
4. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
5. Proposed floor plans. (Note: Show existing floor plan for enlargement of an existing building.)
6. Roof plan and details.
7. Building elevation views.
8. Design professional's statement regarding special inspections.
9. Civil plans.

ZONING CLEARANCE ONLY PERMITS

The purpose of this permit is to ensure that the subject property complies with the underlying zoning land use. This permit is for land use planning only; it is **not** a permit approval for occupancy, construction or expansion.

CITY FORMS SUBMITTAL REQUIREMENTS:

Zoning Clearance Only Permit Application.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1.

1. Proposed site plan with a complete legal description as recorded on the deed, shown on each plan.
2. Floor plan.

Note: Other plans may be required by the zoning official before final determination.

INTERIOR REMODEL/TENANT FINISH

Reviewed by Zoning, Architectural Review, & Fire Marshal.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.
3. Building Information for Remodeling, Enlargement, & Certificate of Occupancy Permit Applications.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1. If food related, see Exhibit #2.

1. Proposed site plan with a complete legal description as recorded on the deed, shown on each plan.
2. Floor plan showing existing and proposed construction.
3. Detail sheets for stairs, girders, beams and/or headers if applicable.
4. Structural plans and details as needed.
5. Design professional's statement regarding special inspections.

REPAIR ONLY (FIRE, DETERIORATION, ETC.)

Inspected by Building Inspectors; Reviewed by Architectural Review & Fire Marshal.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.
3. Building Information for Remodeling, Enlargement, & Certificate of Occupancy Permit Applications.
4. Two copies of the City of Tulsa Worksheet for Repairs.

Note: This permit is designed for the restoration of a building that has been damaged. It can only be applied to buildings that are being restored to their original condition. **If there are structural damage repairs, two sets of structural plans with engineering data may be required.** Drawings may be required per staff determination.

FUEL STORAGE TANKS

Reviewed by Zoning, Architectural Review, Water/Sewer/Drainage, Fire Marshal, Engineering, & Traffic Engineering.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1.

1. Site plan with a complete legal description as shown on the property deed, showing grading, drainage, location of, and spacing between tanks, product lines, and pump islands.
2. Installation details, including anchoring, venting, monitoring devices, and cathodic protection.

Note: Design criteria - NFPA 30, International Building Code, and International Fire Prevention Code. A permit is required from the Fire Marshal's office for the removal of any fuel storage tank. The Tulsa City/County Health Department requires a permit for installation prior to issuance of the building permit.

3. Civil plans.

FIRE ALARM/DETECTION/SUPPRESSION

Reviewed by the Fire Marshal and when applicable, Water/Sewer/Drainage

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Fire Alarm/Detection/Suppression Permit Application.
2. Building Information for Fire Alarm & Fire Suppression Permit Applications.
3. Fire Alarm Inspection and Testing Form, for fire alarm installations.

PLANS SUBMITTAL REQUIREMENTS:

1. Three sets of working plans and calculations. Each room and space must be identified as to the type of use.

Note: Design criteria - NFPA 13, 13D, or 13R for sprinkler systems, and NFPA 72 for alarm systems. These permits are issued to licensed contractors only.

TENT - OVER 900 SQUARE FEET

Reviewed by Architectural, Zoning, Fire Prevention and Water/Sewer/Drainage

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If food related, see Exhibit #2.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Fire rating certification.

TENT - TEMPORARY ACCESSORY

CITY FORMS SUBMITTAL REQUIREMENTS:

1. Temporary Accessory Tent Permit Application.
2. Temporary Accessory Tent Affidavit.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If food related, see Exhibit #2.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Fire rating certification.

TEMPORARY, NON-RESIDENTIAL USE OF MOBILE HOMES

Reviewed by: Building Inspections, Zoning, Fire Marshal, and Water/Sewer/Drainage

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Temporary, Non-Residential Use of a Mobile Home Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1. If food related, see Exhibit #2.

1. Proposed site plan with a complete legal description as shown on the property deed.

PARKING LOTS

Reviewed by Zoning, Architectural Review, Fire Marshal, Water/Sewer/Drainage, Engineering, Traffic Engineering

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Pavement cross section plan.
3. Civil plans.

CERTIFICATE OF USE AND OCCUPANCY

Reviewed by Zoning, Architectural, Fire Marshal, Water/Sewer/Drainage, and inspected by Building, Electrical, Mechanical, Plumbing, Fire Marshal, and possibly the Health Dept.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Certificate of Use and Occupancy And Zoning Clearance Permit Application.
2. Building Information for Certificate of Occupancy Permit Application

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1. If food related, see Exhibit #2.

1. Proposed site plan with a complete legal description as recorded on the deed.
2. Detailed floor plan, scaled and dimensioned, with furnishings drawn in place.

Note: For new construction, remodel, or enlargement of an existing building the City Of Tulsa building permit or application number is required.

ELECTRONIC LOCKS

CITY FORMS SUBMITTAL REQUIREMENTS:

1. An Electronic Locks Registration.
2. Information on Location of Electronic Locks.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets.

1. Proposed site plan with each lock # identified and corresponding to the lock # on the registration form.

Note: Lock #1 on the registration form should correspond to lock #1 on the site plan; each subsequent lock # on the registration form should correspond to the lock # on the site plan.

PRE-ENGINEERED METAL BUILDINGS

Reviewed by Zoning, Architectural Review, Fire Marshal, Water/Sewer/Drainage, Engineering, Traffic Engineering

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
2. A Building Permit Certification & Affidavit as to Easements, Dedications and Rights-of-Way.
3. Building Information for Remodeling, Enlargement, & Certificate of Occupancy Permit Applications.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets. If property is served with a septic system, see Exhibit #1.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Foundation and structural plans.
3. Wall cross-section.
4. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
5. Proposed floor plans. (For enlargement of an existing building, the existing floor plans must also be furnished.)
6. Roof plan and details.
7. Building elevation views.

Note: The plans must include building width, length, eave height, cross section with clearance dimensions, purlin and girt sizes, gauge and spacing, foundation details, and the manufacturer's letter of load certification with erection drawings. Structural design details and engineering calculations shall bear the seal of a Professional Engineer registered with the State of Oklahoma. A complete legal description as recorded on the property deed must be recorded on the permit application and on each site plan.

8. Civil plans.



PART III.
EXHIBITS



**REQUIREMENTS FOR PRIVATE SEWAGE DISPOSAL SYSTEM WHEN THE
PROPERTY IS NOT SERVED WITH SANITARY SEWER**

Permits for septic tank installations are issued through the Oklahoma Department of Environmental Quality (DEQ). A soil percolation test must be performed and be on file at DEQ. This test can be performed by DEQ, a Professional Engineer, or a Registered Professional Land Surveyor. DEQ will furnish you a design layout of your sewage system. A new residence, structure or addition must be staked out prior to the DEQ final field inspection. The following information needs to be included on the site plans.

1. Plumbing stub out, leading from the house to the septic tank.
2. Directional slope of the lot.
3. Structural landscaping, i.e., large trees, retaining walls, etc.
4. Any structures such as swimming pools, tennis courts, gazebos, driveways, and patios.
5. Number of proposed and/or existing bedrooms in the residence.
6. Automatic lawn irrigation systems.
7. Indicate if any part of the lot is in a flood sensitive area.
8. Street address and legal description of the construction site.
9. The builder's name, mailing address, and telephone number.

The following information must be included with the application.

- 1. A copy of result of the percolation test.**
- 2. A copy of the final inspection on current systems.**

These two items must be obtained from DEQ and brought to the Permit Center at the time of application. These may be obtained at their office at 3105 E Skelly Dr, Suite 215 between the hours of 8:00 am and 4:30 pm (the inspectors are in the offices only from 8:00 am and 9:00 am). Any questions to DEQ can be directed to 293-1600 during the hours above.

REQUIREMENTS FOR FOOD SERVICE FACILITIES

The Tulsa City/County Health Department reviews all new and extensively remodeled food-related facilities. The following information must be provided.

1. A proposed menu.
2. Two (2) additional (making a total of four), complete sets of floor plans with the following information:
 - a. The spatial relationship between dining, kitchen, storage, waitress, and rest room areas.
 - b. An equipment layout with individual items drawn in place and identified.
 - c. A plumbing layout showing the location of all floor drains and the equipment they serve. Also, include all sink systems, hand lavatories, hot water tanks, janitorial facilities and location of the grease interceptor(s).
 - d. A finish schedule with both materials and colors listed for floors, floor-to-wall junctures, walls and ceilings in all areas.
 - e. The manufacturer's detail of the grease interceptor and the calculations for sizing the unit.

Helpful Numbers

DEVELOPMENT SERVICES SECTION

PERMIT & LICENSE CENTER

PERMIT & LICENSE CENTER MANAGER – CHERYL REICHMAN	596-9603
PERMITS FOR SUB-CONTRACTORS	596-9656
PLAN REVIEW APPLICATIONS	596-9601
TRADE LICENSES	596-9601
BOND & INSURANCE	596-9601
ACCOUNTING.....	596-9449
FAX.....	699-3500
INSPECTION REQUEST LINE.....	596-1720

BUILDING PLANS REVIEW	596-9456
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DEVELOPMENT PLANS REVIEW	596-7344
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WATER SERVICES.....	596-9865
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SEWER SERVICES.....	596-9455
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INSPECTION SERVICES SECTION

INSPECTIONS SERVICES MANAGER – SHANNON BENGE	596-9662
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CHIEF COMMERCIAL BUILDING INSPECTOR – DALE GERO.....	596-9663
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CHIEF ELECTRICAL INSPECTOR – JOHN STAIRES.....	596-9659
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CHIEF MECHANICAL INSPECTOR – PHIL BRADLEY.....	596-9679
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CHIEF PLUMBING INSPECTOR – TYLER CARTER	596-9687
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CHIEF SIGN/SITE INSPECTOR – MARGOT HEYNE-BELL.....	596-9654
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ENGINEERING SERVICES

STORMWATER	596-9490
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WATER	596-9566
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SEWER	596-9564
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TRAFFIC ENGINEERING	596-9744
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MAYOR’S ACTION CENTER	596-2100
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CITY/COUNTY HEALTH DEPARTMENT	744-1000
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INCOG/TMAPC.....	584-7526
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Note: **ELECTRICAL, MECHANICAL, PLUMBING, FIRE PROTECTION, ELECTRONIC LOCKS, AND SIGN PERMITS CAN BE OBTAINED BY LICENSED CONTRACTORS ONLY.**

Names shown are people in the respective positions at the time this pamphlet was printed.