

# Residential Building Permit Process





## 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 residential 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 a professional manner. For more information about obtaining a permit, or whether one is required, contact the Building Permit Center at (918) 596-9456 or visit us at 175 E 2<sup>nd</sup> 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 phone
- Fax

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

**BASIC DESIGN REQUIREMENTS:** All plans should include all of the items in this information pamphlet that apply to your particular project. Plans must be clear and legible, reproductions of the original, on substantial paper. Blueprints, photocopies, ink drawings, or electronic plans are acceptable. Pencil drawings are not acceptable. The plan must be drawn to scale. The recommended scale for the plans other than site plans is  $\frac{1}{4}'' = 1'$ . 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, label all existing construction as "existing" and all proposed construction as "new." The plans must be complete and clearly show the extent and type of work. Compliance with the current edition of ICC International Residential Building Code For One And Two-Family Dwellings and other relevant statutes must be shown on the plans. When reviews are completed, the department will maintain electronic copies of the plans. We encourage applicants to submit plans electronically; however, if the applicant chooses to submit paper plans, the plans must be separated into two sets. 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. Be consistent throughout the project with whatever submittal method you choose to use (i.e. if you submit paper plans initially, don't submit electronic revisions).

**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. The valuation should be for the structure only. Do not include the cost of cosmetic items. Floor coverings, paint, countertops, and cabinets should not be included in the valuation. Do not include the cost of electrical, mechanical, and plumbing. These costs are covered in the individual licensed trades permits taken out by the respective contractors.

The actual construction valuation is determined by the building plans examiner and is the value on which the permit fee is based.

**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.

**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.

**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.

**ADDENDUMS, RESUBMITTED OR REVISED PLANS:** All plans submitted as addendums or plans required to be resubmitted or revised pursuant to any code regulated shall be assessed an additional fee as set forth in Title 49, Chapter 1. This fee shall be non-refundable. A project CANNOT be classified as an addendum if it changes the footprint of, or adds additional value to, the original project.

**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 RESIDENTIAL BUILDING AND ZONING CLEARANCE PERMIT:**

The owner, contractor, architect or authorized agent of the owner can file an application for a building permit.

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

The top portion of the document (the permit certification) is required to be completed for all building permit applications. It certifies that the applicant is authorized to act on behalf of the property owner concerning the proposed work, and must be signed in front of the City building official or his designee. If the application is sent through the mail, or delivered by a person other than the owner or authorized agent, it shall be accompanied by an affidavit of the owner. The second part of this document is required to be completed for any new construction that would alter the existing site; i.e., a new residence, room addition, swimming pool, covered patios, etc. Its purpose is to prevent buildings and structures from being built on easements and rights-of-way. Doing so could create problems for the homeowner and the City of Tulsa. When applying on the Citizen Self Service portal, you will be required to "initial" that you agree to the terms of the affidavit.

**TEMPORARY USE /OCCUPANCY PERMIT:**

It is illegal to use or occupy any residence until all required final inspections have been approved except as authorized by a **Temporary Use/Occupancy Permit**. The purpose of this permit is to allow partial or total occupancy before completion of the work permitted, under certain circumstances provided the area to be occupied has met the minimum standards for safety. The Permit Holder must provide the following information when requesting the Temporary Use/Occupancy permit:

1. Address of the building or structure.
2. Number of the approved building permit.
3. Description of restrictions, and limitations (whole building, first floor, etc.)
4. Time period for which the Temporary Use/Occupancy Permit is being requested. Each Temporary Use/Occupancy Permit will be limited to a period not to exceed thirty (30) calendar days. Not more than two (2) Temporary Permits will be granted for each building or structure, unless written approval for just cause is submitted to and approved by the building official.
5. Description of work to be completed and reason why the work cannot be completed prior to occupancy.
6. A statement by the permit holder attesting to the validity of the information contained on the request and acknowledging that all final inspections shall be obtained prior to the expiration of this permit.
7. A statement signed by the proposed occupant that he/she is aware that the required final inspections have not been completed on the building or structure and that he/she is aware of the limitations and restrictions imposed by this permit. Further that the occupant shall not alter, remove, repair, or change anything covered by the building code and acknowledges that the required final inspections shall be obtained prior to the expiration of this permit.

**ARCHITECT'S OR ENGINEER'S SEAL:**

The plans must be sealed by a registered engineer or licensed architect for buildings or portions of building not complying with the prescriptive construction provisions of the code, or exceeding two stories and basement in height. Rules and regulations of the Board of Architects and Board of Engineers are applicable. Also, engineering calculations must be provided upon request.

**SITE PLANS (SEE EXHIBIT #2)**

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

1. Legal description of the property as recorded on the deed.
2. Boundaries and dimensions of property.
3. Names of bordering streets.
4. Location, dimensions and identification of existing and proposed buildings, structures, and driveways.
5. 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).
6. Any easements and public rights-of-way.
7. All architectural projections; i.e., stairs, porches, balconies, fireplaces, etc.
8. Location of all utility service lines and meters.
9. North arrow.

**NOTE: FOR PROPERTY SERVED WITH A SEPTIC SYSTEM, SEE EXHIBIT #1.**

**WALL CROSS SECTIONS (SEE EXHIBIT #3)**

This plan must show 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.

**FOUNDATION PLANS:**

Provide dimensions and details of foundations including continuous footings, grade beams, and pier footings. (See Exhibits 3A-3D for typical footing details.) Show footing dimensions, thickness of concrete slabs, reinforcing steel, access holes when applicable, and the North arrow.

**DETAIL SHEETS (WHEN APPLICABLE)**

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

**FLOOR PLANS:** Floor plans must show the following:

1. Exterior and interior dimensions.
2. Use of all rooms.
3. Size and type of all windows and doors.
4. Plumbing and gas fixture locations; water heater & electrical equipment locations.
5. Location of heating and air-conditioning facilities.
6. Locations and types of smoke alarms and carbon monoxide alarms, when applicable.
7. The North arrow.
8. The scale.

**ROOF PLANS 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, trusses, beams, and headers.
4. Any special framing at roof area.
5. Complete roofing specifications.
6. Lumber sizes, spacing, species and grades.
7. Roof sheathing material type and thickness.
8. Roof covering type.
9. The North arrow.

**NOTE:** If trusses, beams, girders, or columns not listed in the code tables are used, the plans must have the seal of an engineer licensed in the State of Oklahoma.

**ELEVATIONS:**

This is a drawing of the new exterior walls showing 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 for Residential

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 in public right of way 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, Infrastructure Development Manual and Subdivision and Development Regulations.

### Drainage and Floodplains

The following requirements are to be used in the planning, design, and construction of new homes, additions to existing homes, outbuildings, swimming pools, and other significant activities that could change the drainage patterns and characteristics of property that could impact neighboring properties:

1. All residential properties must accept and convey drainage without causing damage to adjoining properties. Flow coming from off-site onto the property cannot be blocked. Flow from off-site must be conveyed so that it does not cause damage to neighbors. Any additional flow originating on the property must be collected and conveyed to the street, if possible, or other approved drainage conveyance facility.
2. All new houses must have roof drainage directed to the street or other approved conveyance (exceptions will be made on a case-by-case basis).
3. All home builders must prepare and submit a preliminary survey of the site showing an established bench mark or assumed elevation at a known beginning point. Minimum elevations required are the property corners, finished floor of building, and others as needed. Existing topography maps (from INCOG, subdivision plans, or other sources) should be used, if available.
4. All existing drainage pipes and drainage features must be shown on the house plans.
5. Existing and proposed flow conditions must be shown on the house plans.
6. A drainage drawing must be prepared showing the flow on the property prior to construction. A separate drainage drawing must be prepared showing spot elevations and directional water flow arrows, including off-site incoming and outgoing flow for the site after the construction has been completed. Both the present and final plans must be submitted with the residential permit application.
7. Storage buildings must have the same drainage documentation as houses if they require a permit.
8. Minimum requirements for Civil Plans:
  - a. 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.
  - b. Finished Floor Elevation(s) for proposed all buildings/structures.
  - c. 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 provide location of ADA required ramps indicating the percent slope will meet or exceed ADA requirements. Provide location of the benchmark established for the property and shown on the plan with the elevation noted.

- d. Floodplains - 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.
  - e. Drainage Arrows- Provide drainage arrows that clearly identify how stormwater will be routed around buildings, and where stormwater will be conveyed to a detention area or will be exiting the property and convey to a private or public storm drainage system. When required, provide guttering downspout drainage detail.
  - f. Property lines and easements with purposes shall be noted on the drawing.
  - g. Streets, roads and highways adjacent to the property shall be shown.
  - h. Proposed outfall point for runoff from the property and facilities to convey flows to the final outfall point without damage to downstream properties shall be shown.
9. Detention Report- when required, 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 (SWP3) – 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 template has been prepared to assist in the preparation of the SWP3. The Stormwater Pollution Plans template may be viewed at:

<https://www.cityoftulsa.org/government/departments/development-services/permitting/infrastructure-development/>

Go to DEQ Construction SWP3 Template 2017

### **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 in public right of way.

### **Driveways and Sidewalks**

1. Driveways – Reference City of Tulsa Standards 701, 702, 703, 704 and 705. 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 width on arterial streets and 4' on all others.



**PART II.**  
**MINIMUM STANDARDS FOR DOCUMENT**  
**SUBMITTAL**

## II. MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL

The following information is a summary of the minimum requirements for a residential building permit application. If the information for your specific type of construction is not listed, or if you need further information, please call (918) 596-9456.

### APPLICATION FEE

- The application fee is **due at the time of application**.
- The application fee is based on the declared valuation.
- The application fee is a portion of the building permit fee and will be deducted from the total Building Permit fee which will be due at the time of permit issuance.
- The application fee is set forth in Title 49, Chapter 3, Section 301.
- The application fee is non-refundable.

## **NEW RESIDENCE**

### ***CITY FORMS SUBMITTAL REQUIREMENTS:***

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Duplex
- Building: New Single Family
- Building: Townhouse application

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

### ***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically or combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. Foundation plans
5. Detail sheets for fireplaces, stairs, girders, beams and/or headers, if applicable
6. Proposed floor plans
7. Roof plan and details
8. Elevation plans
9. Topo survey and stormwater drainage plan

## **ADDITIONS**

### ***CITY FORMS SUBMITTAL REQUIREMENTS:***

If submitting online, apply for:

- Building (Residential): Building: Addition

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

### ***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically or combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. Foundation plans
5. Detail sheets for fireplaces, stairs, girders, beams and/or headers, if applicable
6. Floor plans showing existing and proposed construction)
7. Roof plan and details
8. Elevation plans
9. Topo survey and stormwater drainage plan

## **ALTERATIONS**

### ***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for:

- Building (Residential): Building: Alteration

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Floor plan (showing existing and proposed construction)
2. Detail sheets for fireplaces, stairs, girders, beams and/or headers if applicable

**ACCESSORY BUILDINGS**

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for:

- Building (Residential): Building: Accessory Structure

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Wall cross-section
4. \*Foundation plans
5. Detail sheets for girders, beams and/or headers if applicable
6. Proposed floor plan
7. Roof plan and details
8. Elevation plans

\*1. A footing or Building Permit is not required for a one-story detached accessory structure provided the floor area does not exceed two hundred square feet and is separated from other structures by a minimum distance of five (5) feet including projections; however, a zoning clearance permit is required. Accessory buildings on skids with a floor area greater than 200 square feet but less than 300 square feet shall be blocked and anchored in accordance with Appendix A herein.

**STORM SHELTER**

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Indoor Storm Shelter (Residential)
- Building (Residential): Building: Outdoor Storm Shelter (Residential)

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Floor or site plan, depending on location
3. Engineered stamped plans

### **SWIMMING POOLS, SPAS, ETC.**

**Exception:** Prefabricated swimming pools that are less than two feet deep are exempt from permit requirements of this code.

#### ***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for one of the following, based on the work being done:

- Pool (Residential): Pool: Above Ground
- Pool (Residential): Pool: In Ground

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

#### ***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Pool wall cross section
4. Indicate type of pool construction; i.e. Gunite, fiberglass, steel wall with drop in liner, and above-ground pool
5. Drain type
6. Drainage plan
7. Size of pool

### **REPAIR NO-EXPANSION (Fire, deterioration, etc.)**

**Note:** Repair permits must be applied for in person.

#### ***CITY FORMS SUBMITTAL REQUIREMENTS***

1. A Residential Building and Zoning Clearance Permit application.

**NOTE:** If damage is extensive or structural, construction plans will be required. This will be determined by the Architectural Plans Examiner at the time of submittal for a permit.

### **ZONING CLEARANCE ONLY PERMITS**

The purpose of this permit is to ensure that the property you are planning to develop can meet the zoning requirements. This permit is for planning. It does **not** allow occupancy, construction or expansion.

#### ***CITY FORMS SUBMITTAL REQUIREMENTS:***

If submitting online, apply for:

- Zoning: Residential

If submitting by paper, submit:

- Zoning Clearance Only Permit Application.

#### ***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

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

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

### **BUILDING PERMITS FOR MOVED-IN BUILDINGS**

Two types of permits are required for buildings and structures moved into or within the City of Tulsa. The building and/or structure shall not be used or occupied in whole or in part until the Building Permit has had final approval. A

building and zoning clearance permit must be obtained for the proposed location for the foundation and the remodel of the moved-in structure. A moving permit must be obtained by a licensed moving contractor to transport the building to the new location. If building is to be moved from a location outside the city limits, an additional fee will be charged for the inspection of that building at the time of the application.

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for:

- Building (Residential): Building: Foundation Only

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Foundation/remodel plans

**CARPORTS, COVERED PATIOS AND/OR PORCHES**

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for:

- Building (Residential): Building: Accessory Structure

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed. (Note: If the property is served with a septic system, include the location of the lateral lines on the site plan)
2. Structural cross-section
3. Foundation plans
4. Elevation plans

**TEMPORARY USE/OCCUPANCY PERMIT**

**Note:** Occupancy of a building is not allowed until all inspections have been conducted and approved, unless a Temporary Use/Occupancy Permit has been obtained. (See more information on page 5). Temporary Use/Occupancy permits must be applied for in person.

***CITY FORMS SUBMITTAL REQUIREMENTS***

1. A Residential Temporary Use Permit Application
2. A copy of the original residential building permit.

**MANUFACTURED HOUSING UNIT**

(On a private lot, not in a mobile home park)

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for:

- Building (Residential): Building: Manufactured Housing Unit (Residential)

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the property deed
2. Perc Test, if on septic system (applicant is also required to get approval from the City/County Health Department, Environmental Protection)
3. Foundation plans, if applicable.
4. Indicate the manufactured date of the "manufactured housing unit".

**FENCE/WALL**

**Note:** Fences and walls not over 7' tall require a zoning clearance only permit. Fences and walls over 7' tall require a building permit. Engineer sealed design required for precast and masonry construction over 4' height measured from grade to top of the wall or fence. See Tulsa Zoning Code Section 45.080 Fences and Walls for more information.

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Fence or Wall Fence (Residential)
- Zoning: Zoning: Residential

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form
- Zoning Clearance Only permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed.
2. Indicate the location, length of fence/wall, and heights of all proposed fence/wall locations on site plan. Provide the distance from the center of all streets to the proposed fence/wall.

**RETAINING WALLS**

**Note:** Retaining walls measured from bottom of footing to top of wall not over 4' tall require a zoning clearance only permit. Retaining walls over 4' tall require a building permit and are required to be designed and sealed by an engineer. See Tulsa Zoning Code Section 45.080 Fences and Walls for more information.

***CITY FORMS SUBMITTAL REQUIREMENTS***

If submitting online, apply for one of the following, based on the work being done:

- Building (Residential): Building: Retaining Wall (Residential)
- Zoning: Zoning: Residential

If submitting by paper, submit:

- Residential Building and Zoning Clearance Permit application form
- Zoning Clearance Only permit application form

***PLANS SUBMITTAL REQUIREMENTS:***

**Note:** Upload a copy of each document listed when submitting electronically; combine plans into two sets when submitting paper plans.

1. Proposed site plan with a complete legal description recorded on the property deed.
2. Indicate the location, length of retaining wall, and heights of all proposed retaining wall locations on site plan. Provide the distance from the center of all streets to the proposed retaining wall.



**PART III.**  
**EXHIBITS**

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

Permits for septic tank installations are issued through the Tulsa City/County Health Department, Environmental Protection (HDEP). A soil percolation test must be performed or obtained from the Oklahoma Department of Environmental Quality (DEQ). The percolation 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 HDEP 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 200 between the hours of 8:00 am and 4:30 pm (the inspectors are in the offices only from 8:00 am to 9:00 am). Any questions to DEQ can be directed to 293-1600 during the hours above.

These two items must also be presented to the Tulsa City/County Health Department, Environmental Protection (HDEP) for approval.

EXHIBIT 2  
TYPICAL SITE PLAN

PLOT/SITE PLAN  
CHECK LIST

1. Legal description of property as shown on the deed.
2. Boundaries and dimensions of existing and proposed buildings, structures, and driveways.
3. Location and dimensions of existing and proposed buildings, structures, and driveways.
4. Distance from the two closest property lines and centerline of the street to the proposed construction.
5. Easements and public rights-of-way.
6. Architectural projections i.e. stairs, porches, and balconies.
7. Location of utility lines.
8. Identify whether property is served with a septic or sewer system.
9. North arrow and scale.

NOTE: If applicable, septic information must be shown. See exhibit #1.

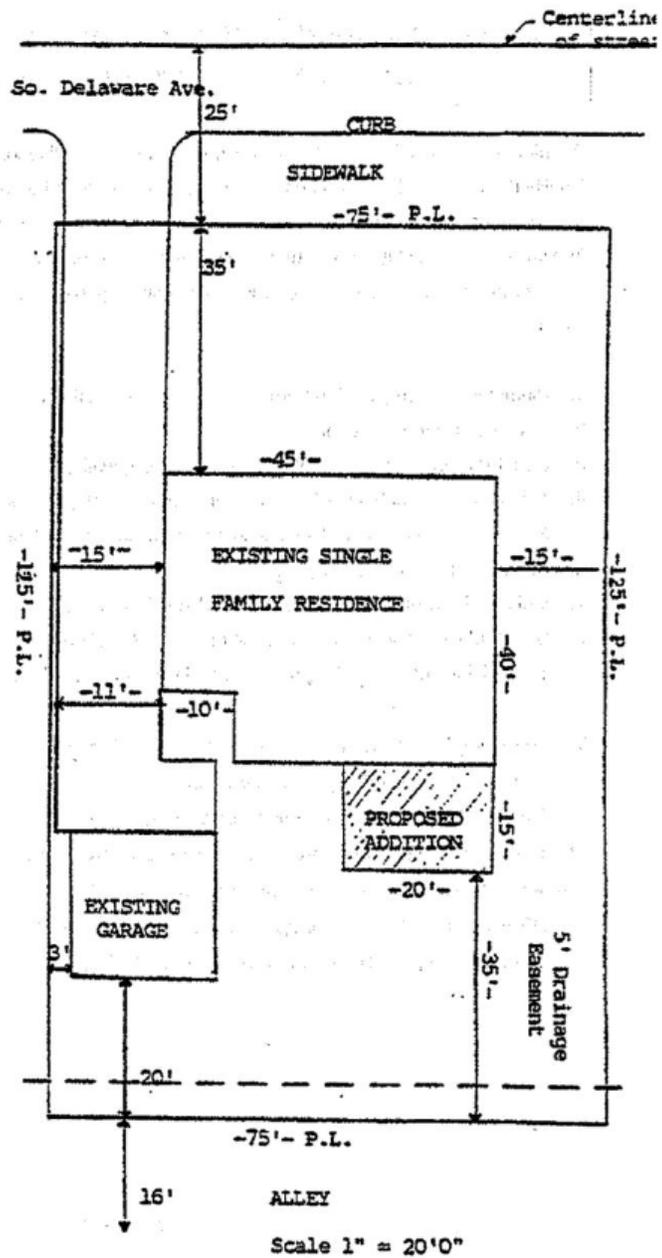
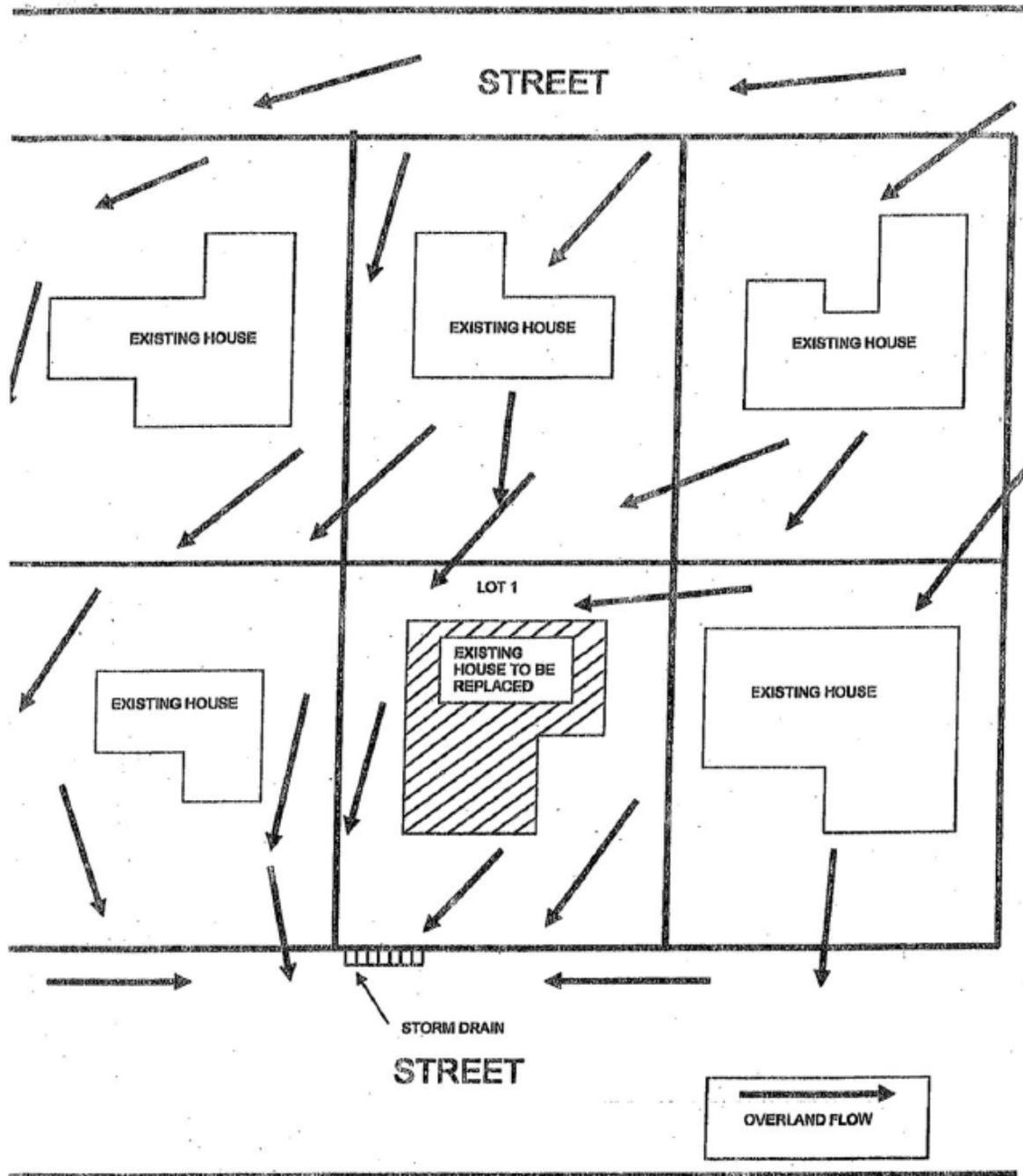


EXHIBIT 3  
CURRENT DRAINAGE PATHS



**CURRENT DRAINAGE PATHS**

**EXHIBIT 4**  
**TYPICAL PLATFORM FRAMING/FOOTING SECTION**

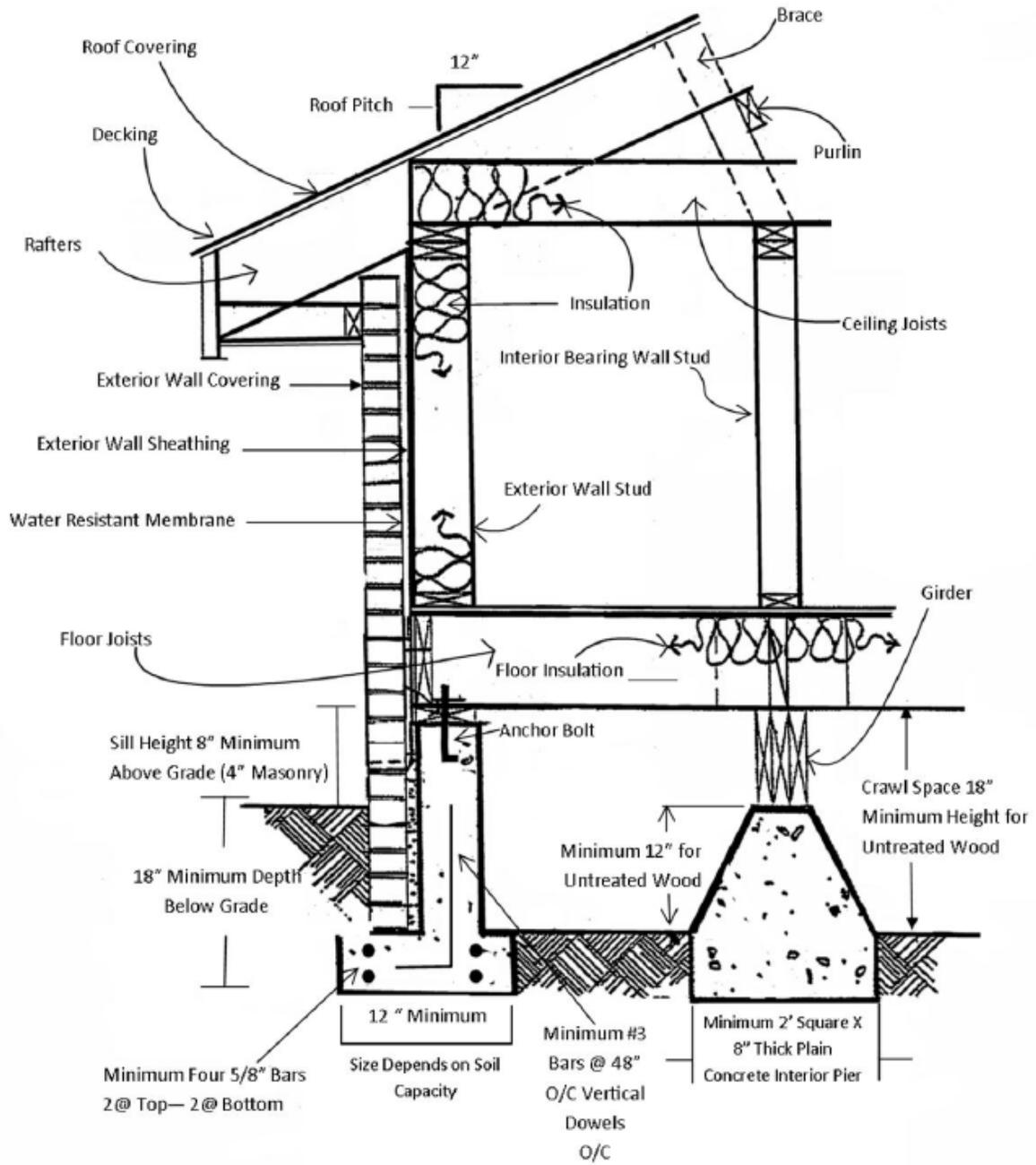


EXHIBIT 5A-C

SLAB/STEM WALL AND CONTINUOUS SPREAD FOOTING

SLAB GRADE BEAM

MONOLITHIC SLAB/FOOTING

Exhibit: Slab/Stem Wall and Continuous Spread Footing

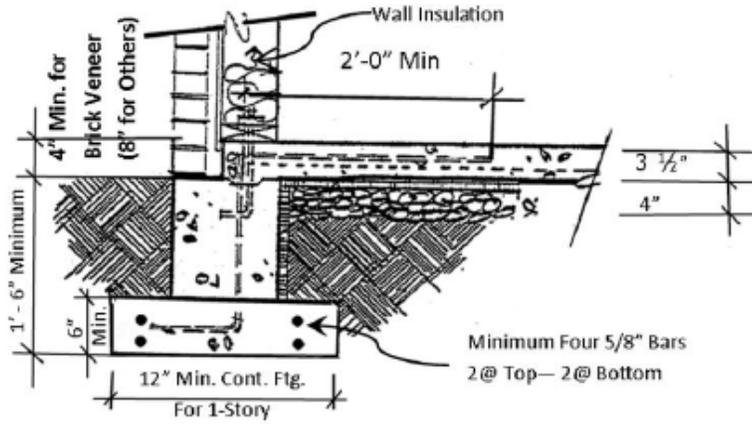


Exhibit: Slab/Grade Beam Footing

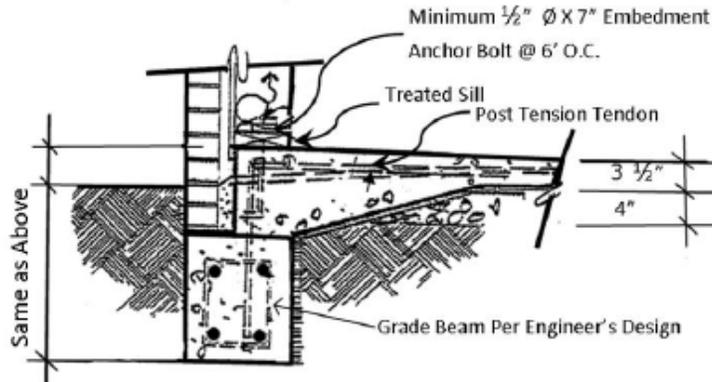


Exhibit: Monolithic Slab Footing

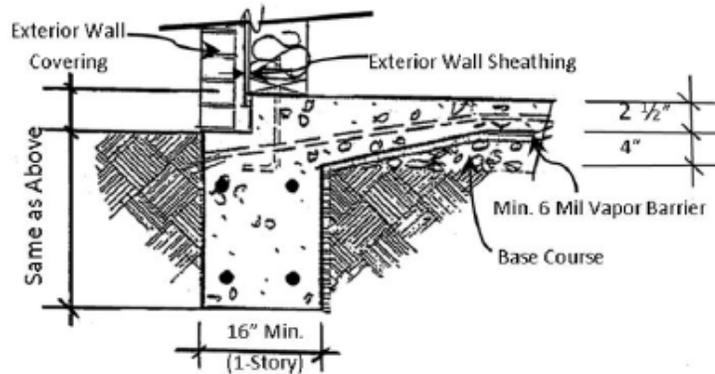
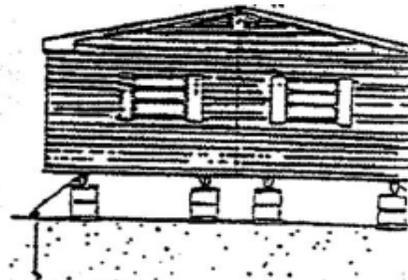
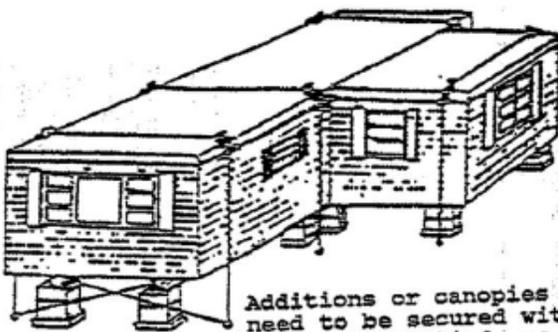
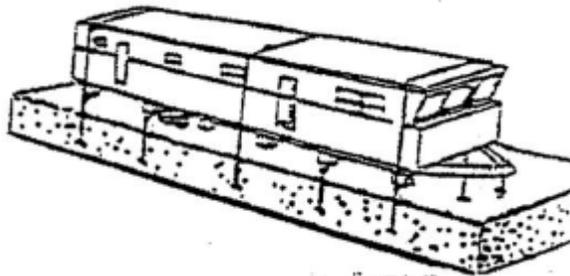


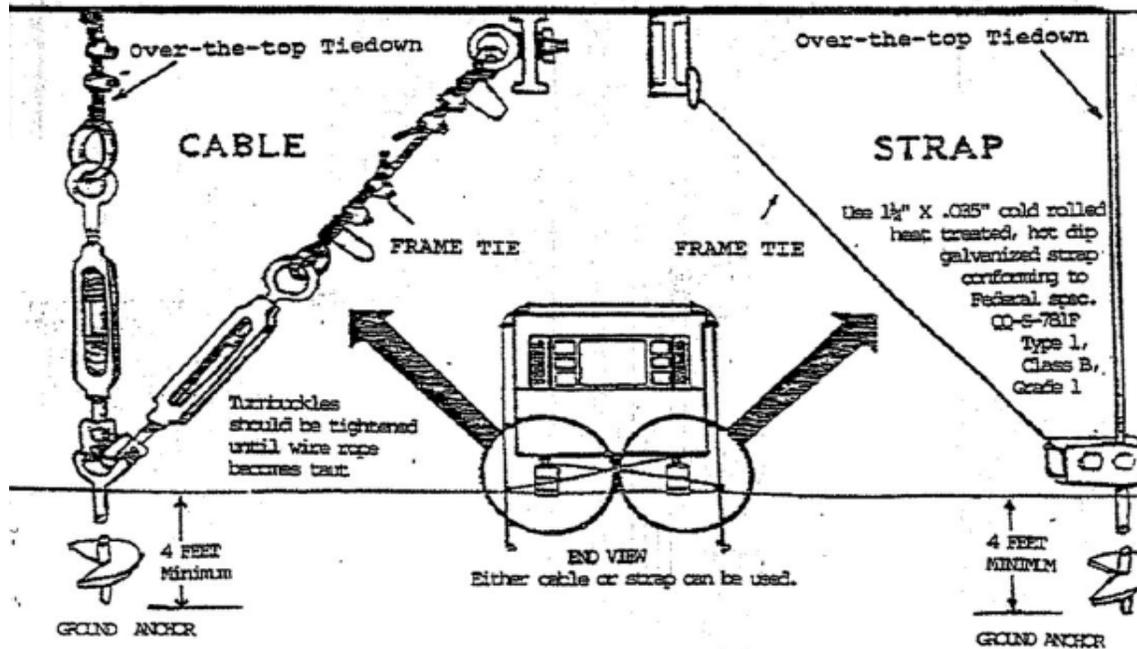
EXHIBIT 6A

MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS



Additions or canopies also need to be secured with over-the-top tie-downs.

Double wides do not require over-the-top tie-downs but are subject to the same tie requirements.



ANCHORS MUST BE INSTALLED TO THE FULLEST DEPTH

EXHIBIT 6B

MINIMUM TIE DOWN AND ANCHORAGE REQUIREMENTS IN A FLOOD ZONE

MINIMUM TIEDOWN ANCHORAGE REQUIREMENTS  
EXHIBIT 4B

IN FLOOD ZONE

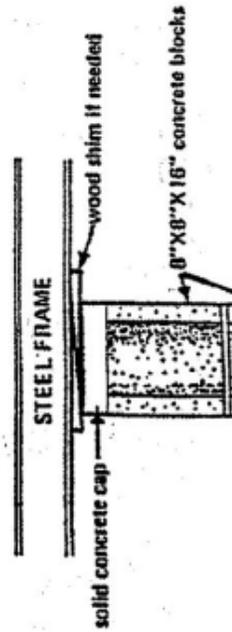
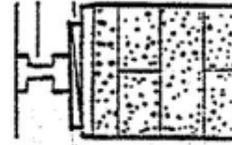
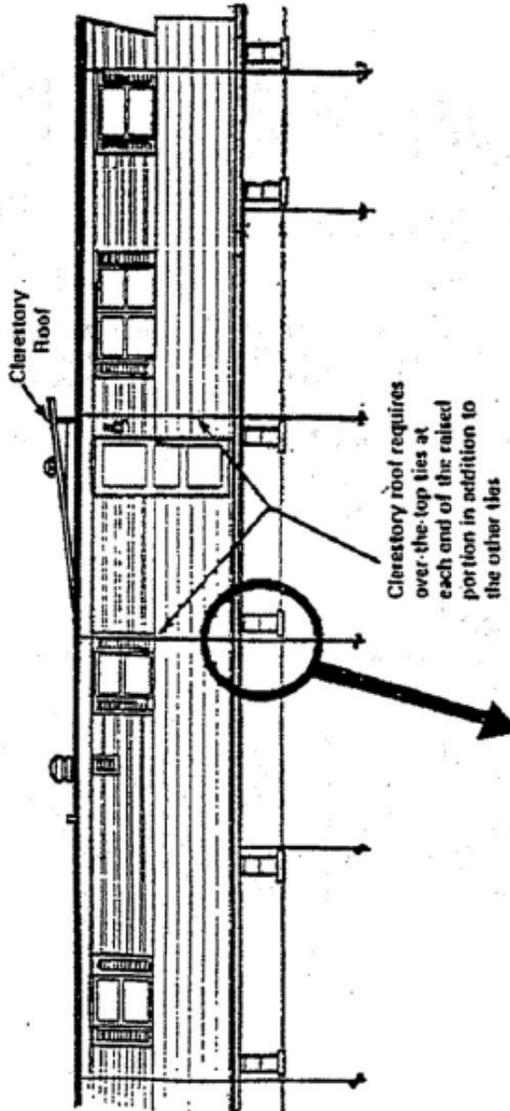
No. of	32-49 Feet long
Frame Ties	No. of
Per Side	Over-the-Top Ties
4	3

IN FLOOD ZONE

No. of	50 feet and longer
Frame Ties	No. of
Per Side	Over-the-Top Ties
7	4

OUT OF FLOOD ZONE

Per-side	Over Top
Frame	
Up to 40' - 3	2
40' - 60' - 4	3
60' - 70' - 5	3
70' + - 5	4



# Helpful Numbers

## DEVELOPMENT SERVICES SECTION

### PERMIT & LICENSE CENTER

PERMIT & LICENSE CENTER MANAGER .....	596-9603
PERMITS FOR SUB-CONTRACTORS .....	596-9656
PLAN REVIEW APPLICATIONS .....	596-9456
TRADE LICENSES .....	596-9456
BOND & INSURANCE .....	596-9456
ACCOUNTING .....	596-9449
FAX .....	699-3500

### BUILDING PLANS REVIEW .....

DEVELOPMENT PLANS REVIEW (IDP) .....	596-2514
WATER SERVICES .....	596-9865
SEWER SERVICES .....	596-9455

## INSPECTION SERVICES SECTION

INSPECTIONS SERVICES MANAGER – .....	596-9662
BUILDING & ELECTRICAL INSPECTOR SUPERVISOR .....	596-9659
MECHANICAL & PLUMBING INSPECTOR SUPERVISOR .....	596-9687

## ENGINEERING SERVICES

STORMWATER .....	596-9490
WATER .....	596-9566
SEWER .....	596-9564

CUSTOMER CARE .....

CITY/COUNTY HEALTH DEPARTMENT .....

INCOG/TMAPC .....

Note: **ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS CAN BE OBTAINED BY LICENSED CONTRACTORS ONLY.**