



RESIDENTIAL FAST-TRACK PROCEDURES

Fast-track reviews are available for residential projects that can be reviewed and permitted on the same day. Appointments must be scheduled in advance by a residential plans examiner and are available week days between 9 AM and 11 AM and 1 PM and 3 PM. Fees must be paid on the day of the appointment.

Eligibility Requirements:

- Applicant must meet the State of Oklahoma's insurance requirements.
- Project must be less than 3500 square foot in size.
- Metal structures require an engineer's design.
- Architectural seals are required if construction is not wood frame, or if the building exceeds two stories and a basement in height.

Submission Requirements:

The following required documents* must be submitted the day of the appointment:

1. Completed Residential Building & Zoning Clearance Permit Application.
2. Two sets of the site, floor, foundation, elevation and roof details and plans.
3. Two sets of the wall cross sections and other necessary detail sheets (fireplaces, stairs, beams and headers, I-joist layout plans, etc.)

*Please see the *Residential Building Permit Process* booklet for specific details on the document requirements.

Please Note for Accessory Structures: Square footage of the house, all existing detached structures and driveway must be shown on the site plan.

Restrictions:

- Projects in the **floodplain**, on a **septic system** or for which the **area is one acre or larger** may not take advantage of the fast-track process, because they require reviews that cannot be completed in a day.
- **Carports located in the front yard** require a zoning special exception and may not take advantage of the fast-track