



# APPLICATION FOR PREDEVELOPMENT MEETING CODE COMPLIANCE PROCESS (CCP)

www.cityoftulsa.org

Please print or type. Incomplete applications will be rejected.

Predevelopment meetings are routinely scheduled for Wednesday afternoons at 1:30 p.m. in City Hall located at 2nd and Cincinnati. The meetings are usually in a conference room located on the 4th floor. The meeting is for the purpose of providing customers an opportunity to discuss the design code concepts to develop design guidelines for the project. Applicant will submit and distribute minutes of the meeting.

**CCP SUBMITTAL MUST INCLUDE \$350 AND A SITE PLAN AND MUST BE SUBMITTED 7 DAYS PRIOR TO MEETING.**

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Project Description \_\_\_\_\_

Has project engaged in IDP?      Yes ☐      No ☐      IDP #: \_\_\_\_\_      IDP Date: \_\_\_\_\_

If so, was there an IDP predevelopment conference held?      Yes ☐      No ☐

Architect/Design Firm \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Project Owner \_\_\_\_\_

Type of Legal Entity:    ] Corporation    ] Partnership    ☒ LLC    ~~AAA~~ Other

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Name of Company/Person paying fees \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_



## PREDEVELOPMENT MEETINGS CODE COMPLIANCE PROCESS (CCP)

### LOCATION:

- City Hall at One Technology Center, 175 E. 2<sup>nd</sup> Street
- Parking should be available at the lot on the SE corner of 2<sup>nd</sup> and Cincinnati for a minimal fee
- Enter through the revolving doors and check in with the guard. Take the elevators to the 4<sup>th</sup> floor and enter the Permit Center through the glass doors at the south end of the hall. Sign in at the desk and ask the receptionist for assistance in finding the conference room.

### ATTENDANCE:

- Project owner should plan to attend if possible.
- Architect should attend.
- Typically attended by representatives of Plans Review and the Fire Department. Development Services may provide comments on water, wastewater, stormwater, and transportation/circulation.
- Issues concerning site development and IDP **will not** be addressed. Associated issues may be discussed in brief.

### PLANS:

- The site plans are needed at least seven days prior to the meeting.
- The plans should show, at a minimum (the more detail the better):
  - o the property's location with regard to streets
  - o north orientation
  - o graphic drawing scale
  - o proposed use of the property
  - o location of building(s)
  - o parking and access
  - o floor plan layout
  - o building description
- Please assure that all lettering is easily readable when printed on 11 x 17 sheets. The applicants should have looked at how the property is zoned and if it has ever been platted. Provide plat number, if available, or state that the property is unplatted.

### FEES

- There will be a \$350 fee required at the time of CCP Application Submittal. When a building permit is issued, this fee will be credited toward the permit fee.



**CODE COMPLIANCE PROCESS (CCP)  
PRE-DEVELOPMENT MEETING**

CCP NUMBER: \_\_\_\_\_ FILE DATE: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT SITE/ADDRESS: \_\_\_\_\_

PROJECT OWNER/DEVELOPER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

ENGINEER:

Civil: \_\_\_\_\_

Structural: \_\_\_\_\_

MEP: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

OWNER IDP FACILITATOR: \_\_\_\_\_



**CITY OF TULSA**  
**DEVELOPMENT SERVICES – PERMIT CENTER**  
**175 E 2<sup>nd</sup> St, SUITE 455, TULSA, OK 74103**  
Hours: 8 am to 4 pm

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**ACCOUNT INFORMATION AND CONTRACTOR REGISTRATION**

Account No. \_\_\_\_\_ Date: \_\_\_\_\_

Company Name (Full Legal): \_\_\_\_\_

Corporate Officer: \_\_\_\_\_ Position held in Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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**LICENSEE INFORMATION (For License Registration Only)**

**TRADES:**

- ☐ Building ☐ Mechanical ☐ Plumbing ☐ Electrical ☐ Comm. Fire Sprinkler ☐ Fire Alarm ☐ Sign
- ☐ Elec. Sign ☐ House Mvg ☐ Demolition ☐ Portable Fire Extinguisher
- ☐ Sidewalk & Driveway\* ☐ Paving Cut\* ☐ Pre-Eng. Fire Suppression System
- ☐ Engineered Fire Suppression Systems ☐ Other: \_\_\_\_\_

\*Requires an Annual Contractor's Contract with City of Tulsa. See Infrastructure Development Process Manual.

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Title: \_\_\_\_\_

State Control # (if applicable): \_\_\_\_\_ Expiration: \_\_\_\_\_

License Type(s): \_\_\_\_\_

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**Affidavit as to Licensee Information**

I, \_\_\_\_\_, being duly sworn upon oath, state that I am the licensed contractor and  
will be doing business as \_\_\_\_\_.

\_\_\_\_\_  
Signature of Licensed Contractor

Subscribed and Sworn to Before Me this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_