



# CITY OF TULSA

## RESIDENTIAL BUILDING & ZONING CLEARANCE PERMIT APPLICATION

DATE: _____
A/P #: _____
CCP# _____

**Note: Please print or type all data.**

Legal Description of Construction Property:	Lot	Block	Addition
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- CONSTRUCTION ADDRESS \_\_\_\_\_ SUITE No. \_\_\_\_\_
- ACCOUNT No. (IF APPLICABLE) \_\_\_\_\_ NO. OF PLANS \_\_\_\_\_ NO. OF PAGES OF ONE SET OF PLANS & SPECIFICATIONS \_\_\_\_\_
- CONTRACTOR \_\_\_\_\_ PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
- TYPE OF WORK:  SINGLE FAMILY RESIDENCE  ACCESSORY BUILDING  CARPORT  DECK/PATIO  DETACHED GARAGE  
 DUPLEX  FENCE  POOL/SPA  REROOFING/REDECKING  MOBILE HOME OUTSIDE PARK  RETAINING WALL  
 TOWNHOUSE  OTHER: \_\_\_\_\_

- CLASSIFICATION OF WORK:  ADDITION  EXTERIOR ALTERATION  INTERIOR ALTERATION  NEW  REPAIR ONLY
- DECLARED VALUATION FOR WORK TO BE DONE (INCLUDE ALL FIXED EQUIPMENT TO OPERATE AND BE USED): \$ \_\_\_\_\_
- IS THE PROPERTY SERVED WITH A SEPTIC SYSTEM?  YES  NO

- **STORM SHELTER:**  
 INCLUDED IN PROPOSED WORK  IS NOT INCLUDED  ALREADY EXISTS
- **DESIGN STANDARD:**  
 ICC 500  FEMA 320  ENGINEERED EQUIVALENT TO ICC OR FEMA  
 NON ICC/FEMA CERTIFIED

**REQUIRED FOR PROFESSIONAL BUILDER ONLY**

I CERTIFY THAT THE PROPOSED WORK:

INCLUDES HABITABLE ATTIC WITH EMERGENCY ESCAPE/RESCUE OPENINGS PER IRC 2009 SEC 310.

DOES NOT INCLUDE HABITABLE ATTIC.

INITIAL: X \_\_\_\_\_

- OWNER \_\_\_\_\_ PHONE No. \_\_\_\_\_ FAX No. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

- DAY TIME CONTACT PERSON \_\_\_\_\_ PHONE No. \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ FAX No. \_\_\_\_\_

- IS THE CITY OF TULSA TAKING ANY ENFORCEMENT ACTION ON THIS PROPERTY?  YES  NO  
 IF YES, PLEASE EXPLAIN \_\_\_\_\_
- HAS THERE BEEN ANY SPECIAL ZONING ACTION IN RELATION TO THIS PROPERTY?  YES  NO  
 IF YES PLEASE EXPLAIN IN DETAIL: \_\_\_\_\_
- BOARD OF ADJUSTMENT NO. \_\_\_\_\_ BOA APPROVAL DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- LOT SPLIT REFERENCE No. \_\_\_\_\_ VARIANCE  YES  NO

EXHIBIT THE FOLLOWING DETAILS (WHEN APPLICABLE) ON THE PLANS: USE OF ADJACENT SPACES, KEY PLAN OR OVERALL FLOOR PLAN WITH WORK CLEARLY IDENTIFIED, STAIRS, FIREPLACE AND/OR HEADER DETAILS, SCALE, DIMENSIONS, & NORTH ARROW  
 A SEPARATE PERMIT IS REQUIRED FOR DRIVEWAYS  
**ALL ELECTRICAL, PLUMBING, & MECHANICAL WORK MUST BE DONE BY A LICENSED CONTRACTOR IN EACH TRADE WITH THE EXCEPTION THAT A HOMEOWNER MAY RECEIVE A PLUMBING PERMIT AND DO THE WORK ON THEIR RESIDENCE.**

## Building Permit Certification

I CERTIFY THAT I AM ONE OF THE FOLLOWING:

- OWNER OR LESSEE OF THE PROPERTY ON WHICH PERMIT WORK IS TO BE PERFORMED.
- AGENT OF THE PROPERTY OWNER OR LESSEE FOR WHICH PERMIT WORK IS TO BE PERFORMED.
- LICENSED ENGINEER OR ARCHITECT EMPLOYED IN CONNECTION WITH THE WORK.

IF THE APPLICATION IS MADE BY A PERSON OTHER THAN THE OWNER, ONE OF THE FOLLOWING MUST BE PROVIDED:

- I HAVE ATTACHED AN AFFIDAVIT OF THE PROPERTY OWNER FOR WHICH PERMIT WORK IS TO BE PERFORMED.
- I HAVE ELECTED TO PROVIDE THIS WITNESSED, SIGNED STATEMENT.

<b>Owner</b>			
Last Name:	First Name:	Phone:	Fax:
Address:	City:	State:	Zip:
Email:			
<b>Lessee</b>			
Last Name:	First Name:	Phone:	Fax:
Address:	City:	State:	Zip:
Email:			
<b>Corporate Officer</b>			
Last Name:	First Name:	Phone:	Fax:
Address:	City:	State:	Zip:
Email:			

<b>Name of Applicant: (Print)</b>	<b>Signature:</b>	<b>City Building Official:</b>

### Affidavit as to Easements, Dedications, Rights of Way, and Insurance

I, \_\_\_\_\_ Being Duly Sworn upon Oath, State That I Have Researched and Examined or Caused to Be Researched and Examined All Recorded Documents and Instruments Relating to Said Real Property, and That All Recorded Easements, Dedications and Rights of Way Are Known to Me and Are Delineated on the Plot Plan Which Is a Part of the Application for Building Permit for New Construction and/or Enlargements of an Existing Building. It Is Understood That Issuance of Such Building Permit Does Not Authorize or Permit Construction of a Permanent Structure over or upon Any Easement, Dedication or Right of Way.

**Contractor's Agreement as to Insurance:** In return for this permit, contractor agrees, in part, to provide proof of general liability insurance in the amount required by law which names the City of Tulsa as an Additional Insured and provides 30 days prior written notice of cancellation to the City.

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

\_\_\_\_\_  
Signature

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