

CITY OF TULSA
APPLICATION for SELF-CERTIFIED
COMMERCIAL & RESIDENTIAL
BUILDING PERMIT and
CERTIFICATE OF OCCUPANCY

City Account No. (if available) _____ A/P No. (By Staff): _____
No. of Sets _____ No. of Drawings _____ No. of Pages of Specification _____

Legal description of project property: LOT BLOCK ADDITION
(Attach if metes and bounds)
Project Address _____

PROJECT DEVELOPER NAME: _____
Address _____
Email _____ Fax _____
Cell Phone _____ Office Phone _____

SELF-CERTIFICATION PROFESSIONAL NAME: _____
Profession: Architect Landscape Architect Engineer
Oklahoma Professional Registration No. _____ Expiration Date _____
Address _____
Email _____ Fax _____
Cell Phone _____ Office Phone _____

Declared Valuation of Work (Includes Systems and Equipment): \$ _____

Type of Work: New Building New Accessory Structure Shell Build-Out
 Addition Alteration Repair Only FEMA/ICC Storm Shelter
 Other _____

Use: A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 I-1 I-2 I-3 I-4
 M R-1 R-2 R-3 R-4 S-1 S-2 U
 Single-Family Residence Other _____

Fire Sprinkler: NFPA 13 NFPA 13R NFPA 13D ESFR Not Sprinklered
Fire Alarm: Yes No Standpipe: Yes No
Sexually Oriented Business: Yes No Massage Establishment: Yes No
Building Contains Asbestos: Yes No Septic System: Yes No
ABLE License Required: Type of License(s) _____ Not Applicable

Is City of Tulsa Taking Any Enforcement Action on this Property: Yes No
Describe Enforcement Action: _____

APPLICANT CONTACT PERSON: _____
Address _____
Email _____ Fax _____
Cell Phone _____ Office Phone _____

**CITY OF TULSA
APPLICATION CERTIFICATION**

I certify that I am one of the following:

- Owner of the Property on which permitted work is to be performed
- Lessee of the Property on which permitted work is to be performed
- Agent, of the Property Owner or Lessee, for the permitted work
- Consultant Architect, Landscape Architect or Engineer, for the permitted work
- Not applicable

I hereby attest that I am the Property Owner, Lessee of the Property, an Agent of the Property Owner or Lessee, or a Consultant Architect, Landscape Architect or Engineer, as indicated above; and HAVE THE AUTHORITY TO FILE this application for a permit to build at this location.

For Agent Only:

- I have attached an Affidavit of Agency from the Property Owner

Name _____
Address _____
Email _____ Fax _____
Cell Phone _____ Office Phone _____

NOTARY PUBLIC

Subscribed and Sworn to Before Me this _____ Day of _____ 20____,

My Commission Expires _____

AFFIDAVITS as to EASEMENTS, DEDICATIONS, and RIGHTS OF WAY

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 upon which an improvement will be constructed pursuant to the building permit being applied for; 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 a building permit, for new construction and/or addition to an existing building. I acknowledge that issuance of a building permit does not authorize or permit construction of a permanent structure over or upon any easement, dedication, or right of way.

Applicant Signature: _____ Date: _____

NOTARY PUBLIC

Subscribed and Sworn to Before Me this _____ Day of _____ 20____,

My Commission Expires _____

CITY OF TULSA
SELF-CERTIFICATION PERMIT APPLICATION
STATEMENT OF SELF-CERTIFICATION

Legal description of project property: LOT BLOCK ADDITION
(Attach if metes and bounds)

Project Address _____

SELF-CERTIFICATION PROFESSIONAL NAME: _____

Profession: Architect Landscape Architect Engineer

Oklahoma Professional Registration No. _____ Expiration Date _____

Address _____

Email _____ Fax _____

Cell Phone _____ Office Phone _____

DECLARATION AND STATEMENT

I, the undersigned, a registered professional in good standing in the State of Oklahoma, herein make this statement of self-certification, wherein each certification is an expression of a professional opinion and is neither a warranty nor a guarantee, and testify to the following:

I hereby certify that the proposed improvement reflected in the design documents produced for this project is by application of the standard of professional due care in conformance with Title 51 Tulsa Revised Ordinances and other associated ordinances and codes; and all other applicable local, state and federal laws; currently in force in City of Tulsa; and further, City of Tulsa may rely upon this certification to issue a building permit which this project will receive at Owner's risk of non-compliance with the codes without additional code examination of the design documents by City of Tulsa. _____ (Initial)

The design documents were prepared by me, OR under my direct control and personal supervision, OR reviewed by me. Further, I declare and certify that the design documents are by application of the standard of professional due care compliant with the laws, ordinances, codes and standards now current in City of Tulsa and State of Oklahoma; that all design information in this permit application and design documents are true and correct; and I will make timely corrections of any drafting or scrivener's errors. _____ (Initial)

For purposes of clear identification, I have stamped every page of construction drawing that I certify, with the City-approved stamp of self-certification. I have also stamped any associated specification manual with the said stamp. I understand this stamp is not a representation that I am the design professional for documents that I am not registered under the State to practice; except that the stamp solely bears my professional statement of code compliance under my self-certification as required by this self-certification program. _____ (Initial)

I further agree to stamp all and any design documents including shop drawings with the identification stamp of self-certification that revise previous design documents that have been relied on by the City to issue the building permit. _____ (Initial)

I acknowledge that the City relies on my declaration and certification of code compliance of this project to issue a building permit and conduct inspections. Further, I agree that the project may be audited; and is subject to inspections and correction at any point in time to comply with the laws, ordinances, codes and standards. This certification is solely for the benefit of the City of Tulsa without intention to benefit any other person. It is non-transferable and may not be used for another purpose or by any other person for any purpose. _____ (Initial)

I agree that inspections, while verifying in general that construction complies with approved design documents, are not vetting my statement of code compliance; and further, that inspection approvals do not in any way diminish or relieve me of the obligation or responsibility pursuant to the self-certification. _____ (Initial)

I agree that trade permits issued for the completion of this project do not nullify my declaration and self-certification of the design documents as code compliant; having by application of the professional standard of due care integrated and accounted for all building systems under the trade permits as incorporated into my building design. _____ (Initial)

Further, I understand and acknowledge that City of Tulsa reserves the right to revoke the building permit issued pursuant to my self-certification for good cause; and that I have a right to appeal as provided in the ordinances of the City. _____ (Initial)

Self-Certification Professional Signature: _____ Date: _____
Professional Seal:

NOTARY PUBLIC

Subscribed and Sworn to Before Me this _____ Day of _____ 20____,

My Commission Expires _____

CITY OF TULSA
SELF-CERTIFICATION PERMIT APPLICATION
PROJECT DATA

Legal description of project property: LOT BLOCK ADDITION
(Attach if metes and bounds)

Project Address _____

Self-Certification Professional name: _____

Self-Certification Professional signature: _____ **Date:** _____

Professional Seal:

BUILDING CODE FOR PROJECT: _____

USE GROUPS: A-1 A-2 A-3 A-4 A-5 Notes: _____
 B Notes: _____
 E Notes: _____
 F-1 F-2 Notes: _____
 I-1 I-2 I-3 I-4 Notes: _____
 M Notes: _____
 R-1 R-2 R-3 R-4 Notes: _____
 S-1 S-2 High-Piled Notes: _____
 U Notes: _____
 Single-Family Duplex Townhouse Notes: _____
 Other Notes: _____

USE SEPARATION: Single Use Notes: _____
 Separated Mixed Uses Notes: _____
 Non-separated Mixed Uses Notes: _____
 Other Notes: _____

CONSTRUCTION: IA IB Notes: _____
 IIA IIB Notes: _____
 IIIA IIIB Notes: _____
 IV Notes: _____
 VA VB Notes: _____
 Other Notes: _____

AREA SUMMARY:

<u>Level</u>	<u>Gross Square Feet</u>	<u>Notes</u>
Basement	_____	_____
1 st Floor	_____	_____
2 nd Floor (expand list as needed)		
Roof	_____	<input type="checkbox"/> Occupied roof <input type="checkbox"/> Penthouse <input type="checkbox"/> Parking Tier

HEIGHT SUMMARY:

	<u>Feet</u>	<u>Story</u>	<u>Notes</u>
Basement	_____	_____	_____
Building Height	_____	_____	_____
Mezzanine	_____	_____	_____
Penthouse	_____	_____	_____

FIRE SEPARATION AND COMPARTMENT RATINGS:

<u>Building Element</u>	<u>Rating (Hour)</u>	<u>Notes</u>	<u>Not applicable</u>
Horizontal Assembly	_____	_____	<input type="checkbox"/>
Fire wall	_____	_____	<input type="checkbox"/>
Fire Barrier	_____	_____	<input type="checkbox"/>
Fire Partition	_____	_____	<input type="checkbox"/>
Smoke Barrier	_____	_____	<input type="checkbox"/>
Smoke Partition	_____	_____	<input type="checkbox"/>
Floor-Ceiling	_____	_____	<input type="checkbox"/>
Roof-Ceiling	_____	_____	<input type="checkbox"/>
Exit Passageway	_____	_____	<input type="checkbox"/>
Stair Enclosure	_____	_____	<input type="checkbox"/>
Elevator Shaft	_____	_____	<input type="checkbox"/>
Elevator Room	_____	_____	<input type="checkbox"/>
Laundry/Trash	_____	_____	<input type="checkbox"/>
Atrium	_____	_____	<input type="checkbox"/>
Chase	_____	_____	<input type="checkbox"/>
Other	_____	_____	<input type="checkbox"/>

FIRE AREA OCCUPANCY AND SIGNS:

<u>Use Group</u>	<u>Room Ref</u>	<u>Area (sf)</u>	<u># of People</u>	<u>Occupant Load Sign Required</u>		
_____	_____	_____	_____	Yes	No	Max Occ Load: _____
(expand list as needed)						

FIRE PROTECTION:

Fully Sprinklered NFPA 13 NFPA 13D NFPA 13R ESFR Hood
 Other - _____

Partially Sprinklered Describe - _____

Standpipe Yes No Dry Wet

STATEMENT OF SPECIAL INSPECTIONS:

Attach list. See City of Tulsa sample list format at: <https://www.cityoftulsa.org/media/>

SECTION 106 SELF-CERTIFICATION STAMP

GENERAL

As a minimum, each sheet of self-certified drawing, and any specification manual, shall be individually stamped, bearing the following information, and initialed by the self-certification professional.

Electronic stamps are acceptable.

STAMP

I, being duly registered as a Professional _____ [fill in the blank] in the State of Oklahoma and in good standing, hereby certify **FOR THE SOLE PURPOSE OF CERTIFICATION OF CODE COMPLIANCE** under the terms of the City of Tulsa Self-certification Program, that this Construction Document has been prepared by me, **OR** under my direct control and personal supervision, **OR** reviewed by me, and I declare that this Construction Document depicts a proposed construction that by application of the standard of professional due care complies with the currently applicable laws, ordinances, codes, and standards for the design, construction, and declared occupancy of this Project in City of Tulsa.

This certification is solely for the benefit of the City of Tulsa without intention to benefit any other person. It is non-transferable and may not be used for another purpose or by another person for any purpose. "Certification" and "certify" as used herein is an expression of a professional opinion and is neither a warranty nor a guarantee.

Signed: _____

Date: _____

SEAL