



APPLICATION FOR BUSINESS OCCUPANCY CHECKLIST

Community Services
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

APPLICATION CHECKLIST

- _____ Signed Application
- _____ All Required Submittal Documents (See Matrix)
- _____ Copy of Driver's License
- _____ Detailed, Written Description of Business
- _____ Applicant Certifications
- _____ Property Owner Certifications
- _____ Window Signage Plan
- _____ Permanent Signage Plan

**All correspondence regarding this application will be conducted by electronic mail, unless you initial the following:
Please note that choosing postal mail may significantly delay your application processing. _____ (initial)

Application must be completed in full and all required documents must be submitted before review will begin. Please note that if you are required to submit floor plans, site plans and/or construction drawings, we require one hard copy and one electronic copy. The applicant is responsible for reading and understanding the application instructions and the business occupancy process. Failure to follow established procedures (including attempting to schedule fire or building inspections or attempting to establish utilities before zoning is approved) will delay the application.

Depending on the nature of the application, review times can vary from thirty (30) to ninety (90) days from the date of the complete application submission. Applications requiring zoning actions (Rezoning, Special Use Permit and/or Variance) may require up to nine (9) months for processing.

<u>FOR STAFF USE ONLY:</u>	
Code _____	DATE SUBMITTED: _____
Zoning _____	RECEIPT NO. _____
Floodplain _____	UTILITIES APPROVED: _____
Fire Department _____	OCCUPANCY APPROVED: _____
Inspections _____	



APPLICATION FOR BUSINESS OCCUPANCY

GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

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All applications must be completed in full, including all required supporting documentation.

Applicants must reference the attached matrix to determine supporting documentation requirements for specific types of businesses. If a business type is not listed, applicants must contact the Planning Division at 405-671-2815 or by email at cityplanner@cityofdelcity.org. Applicants should note that all correspondence regarding applications will be conducted via electronic mail unless postal mail is requested. Requesting communication by postal mail will delay application processing.

Incomplete applications may be returned to the applicant, leading to substantial delay in processing.

Processing times for applications can vary from thirty (30) to ninety (90) days. Applications requiring zoning actions may take up to nine (9) months to complete due to legally mandated posting and public hearing requirements. Potential business owners are advised to submit complete applications as soon as possible to avoid delays in business opening.

Be sure to read these instructions carefully and completely before proceeding!

Application Completion:

1. Be sure to complete all required forms in their entirety. Application forms must be signed and notarized where required.
2. A written business description must be submitted. This description should, at minimum, detail the following:
 - a. Type of Business
 - b. Hours of Operation
 - c. Number of Employees
 - d. General Description of Business Operations
 - e. Qualifications and Experience of Business Owner and/or Principal Employees.
3. The application fee (\$50.00) is required to be submitted with the application.
4. Required documentation can be found in the attached matrix and is dependent on the type of proposed business.
5. Drawings and locations for temporary signs, including window signs, coming soon and grand opening signs, should be included. Temporary signs are limited to sixty (60) days. Drawings for re-facing of existing box signs or pole signs must also be included. These types of signs will be approved with the Application for Business Occupancy and carry no additional fee or permit requirement. All other signage requires a separate sign permit, which must be submitted by a licensed sign contractor. Drawings must be submitted in paper and electronic format.
6. Any planned exterior changes require submission of color elevations. Any planned landscape changes require submission of a color landscape plan. Submissions must be made in digital and paper format.

Approval and Inspection Process:

1. Upon submission of an Application for Business Occupancy, an initial review is conducted to determine whether or not the application is complete. If the application is found to be incomplete, the applicant will be contacted to provide additional documentation. If the application is found to be complete, the file is forwarded to the Planning Division for a zoning review.
2. The Planning Division reviews the application for compliance with applicable zoning regulations. If a zoning issue exists, the applicant is contacted and advised of all available options (Special Use Permit, Rezoning, Variance, etc.). If the proposed business use cannot lawfully be conducted in the proposed location, the application will be denied and the applicant will be notified. If no zoning issues exist, or at the point when existing zoning issues are resolved, a zoning clearance will be approved and an Authorization for Utility Services will be generated and the applicant will be notified.
3. The Authorization for Utility Services must be picked up in person at the Permit Desk in the Community Services Department. This authorization can be taken to the Utility Billing office and allows the business to establish an account for water, sewer and trash service. Applicants should contact Utility Billing at (405) 671-2820 to determine what additional information may be required in order to establish services.
4. Once a zoning clearance has been approved, the Planning Division forwards notification to the Fire Marshal that an inspection is ready to be conducted. The Fire Marshal then contacts the applicant directly in order to arrange a time for inspection. **Applicants need not attempt to contact the Fire Marshal to schedule an inspection as this only causes confusion and delay.** After conducting an inspection of the property, the Fire Marshal will provide the applicant with a written inspection report and will forward those comments back to Community Services.
5. Once the Fire Marshal's inspection report has been received by Community Services, it is forwarded to the Chief Building Inspector. The Chief Building Inspector will contact the applicant directly to arrange a time for inspection. **Applicants need not attempt to contact the Chief Building Inspector to schedule an inspection as this only causes confusion and delay.** After conducting an inspection of the property, the Building Inspector will provide the applicant with a written Correction Notice detailing any needed repairs. Depending on the nature of the needed repairs, a Temporary Certificate of Occupancy may be issued. If no repairs are required, a permanent Certificate of Occupancy will be issued.
6. Once a Temporary Certificate of Occupancy or permanent Certificate of Occupancy has been issued, the business may begin operations.

Additional Requirements for Projects Including New Construction or Remodeling

- *New Construction:*
 - a. An Application for Business Occupancy and an Application for Commercial Building Permit should be submitted contemporaneously.
 - b. Please note that the review processes for these applications overlap but are separate.
 - c. For large projects, a Plan Review Meeting will be scheduled once initial review of the permit application has been completed.
 - d. Applicants are warned that issuance of a Commercial Building Permit does not constitute a zoning clearance for the Application for Business Occupancy and as such should proceed with caution until such a zoning clearance has been issued.
 - e. Construction water is not available until the zoning clearance has been approved and an Authorization for Utility Services has been issued.

- **Remodeling:**
 - a. An Application for Business Occupancy and an Application for Commercial Remodel Permit should be submitted contemporaneously.
 - b. Please note that the review processes for these applications overlap but are separate.
 - c. For large projects, a Plan Review Meeting will be scheduled once initial review of the permit application has been completed.
 - d. Applicants are warned that issuance of a Commercial Remodel Permit does not constitute a zoning clearance for the Application for Business Occupancy and as such should proceed with caution until such a zoning clearance has been issued.
 - e. Construction water is not available until the zoning clearance has been approved and an Authorization for Utility Services has been issued.

Adopted Construction, Life-Safety and Property Maintenance Codes:

2015 International Residential Code	2015 International Property Maintenance Code
2015 International Mechanical Code	2015 International Plumbing Code
2015 International Fuel Gas Code	2015 International Existing Building Code
2015 International Private Sewage Disposal Code	2015 International Pool and Spa Code
2014 NFPA 70: The National Electrical Code	2015 International Energy Conservation Code
2015 International Fire Code	2015 International Wildland-Urban Interface Code
2015 NFPA 101 Life Safety Code	2015 NFPA 13/13D/13R & NFPA 72

Additional requirements can be found in Chapter 5 of the Del City Code of Ordinances, accessible at <http://www.municode.com> and within the Del City Planning and Zoning Ordinance (site design, parking, etc.). Floodplain management and stormwater quality regulations can be found in Chapter 16 of the Del City Code of Ordinances.

Utility Information

Three types of utility accounts are available to businesses:

1. **Maintenance Utilities.** Maintenance utilities are designed to allow the owner or property manager of a property to initiate utility services for a brief period of time for inspection, cleanup or minor work. An account for maintenance utilities must be in the name of the property owner or property manager. A business may not occupy a property while maintenance utilities are in effect. Maintenance utilities may be obtained for two (2) or four (4) weeks.
2. **Construction Utilities.** Construction utilities are available only to the holder of an active and approved building permit and may be obtained only after an Application for Business Occupancy has been submitted, zoning has been approved and an Authorization for Utility Services is issued. Construction utilities expire when the final inspection for the construction permit occurs or when the construction permit expires, whichever is sooner. A business may not occupy a property while construction utilities are in effect.
3. **Permanent Utilities.** Permanent utilities are available only to the holder of an approved Certificate of Occupancy. Permanent utilities may be authorized before a CO is issued, but after zoning has been approved, but will be discontinued in the event that a CO is not able to be issued in a timely manner. An approved Authorization for Utility Services is required before permanent utilities may be initiated.

Applicant Signature

Date



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Application Information

Applicant Name: _____
Applicant's Current Address: _____
City: _____ State: _____ Zip: _____
Applicant Contact Phone: Home: _____ Cell: _____
Applicant E-mail Address: _____

Proposed Business Information

Proposed Business Name: _____
Proposed Business Address: _____
City: _____ State: _____ Zip: _____
Business Phone Number: _____ State Sale's Tax No. _____
Business E-mail Address: _____
Proposed Opening Date: _____

Describe the proposed business, such as the services provided and /or types of merchandise / products to be sold or handled. Please provide as much information as possible, such as hours of operation, etc. Attach business description and a preliminary floor plan.

Property Information

Property Address: _____
Legal Description: _____
Record Owner of Property: _____ Phone: _____
Property Owner Address: _____
City: _____ State: _____ Zip: _____
Applicant Relationship to Record Owner of Property: _____

SIGNATURE

DATE

APPLICANT CERTIFICATIONS

I certify that the information contained in this form, and in any attachments thereto, is complete, true, and accurate.
_____ (initial)

I understand that, by submitting this application, I agree to comply with all adopted codes and applicable laws/
ordinances. _____ (initial)

I understand that inspections are required as provided for in the City's adopted codes. _____ (initial)

I hereby submit this application for Business Occupancy.

Applicant Signature

Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____, 20____, personally appeared _____ to me known to be the identical person (s) who executed the within and foregoing instrument, and acknowledged to me that (s) he / they executed the same as his / her / their free and voluntary act and deed for the uses and purposes therein set forth.

Notary Public

(seal)

My commission expires on the _____ day of _____, 20____.

PROPERTY OWNER CERTIFICATIONS

I, _____, hereby certify and attest that I am the current and legal owner of the
aforescribed property located in the City of Del City, Oklahoma County, Oklahoma, and that I have authorized
_____ to file an application for business occupancy. I understand that, as current
and legal owner of this property, I am responsible for any and all detrimental impacts that may be caused by the
proposed use. _____ (initial)

I further certify that this legal description and street address accurately describe the property for which this application
is made. _____ (initial)

Property Owner Signature

Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of
_____, 20____, personally appeared _____ to me known to be
the identical person (s) who executed the within and foregoing instrument, and acknowledged to me that (s) he / they
executed the same as his / her / their free and voluntary act and deed for the uses and purposes therein set forth.

Notary Public

(seal)

My commission expires on the _____ day of _____, 20____.

Affidavit of No Sales

(Your Name & Address)

STATE OF OKLAHOMA)
) ss. **AFFIDAVIT OF NO SALES**
County of Oklahoma)

I, _____ of _____, Oklahoma, represents that the business name, _____, in the attached application for business occupancy conducts no activities subject to any sales or excise tax levied by the City of Del City.

Signature

Print Name



Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____, 20 _____, personally appeared _____ to me known to be the identical person (s) who executed the within and foregoing instrument, and acknowledged to me that (s) he / they executed the same as his / her / their free and voluntary act and deed for the uses and purposes therein set forth.

Notary Public

(seal)

My commission expires on the _____ day of _____, 20 _____.



APPLICATION FOR BUSINESS OCCUPANCY

MINIMUM REQUIREMENTS OF FIRE AND LIFE

SAFETY CODES

Fire Marshal

405-671-2982

4609 S.E. 44th Street

Del City OK 73115

Fax: 405-671-2829

Community Services

405-670-7314

3701 S.E. 15th Street

Del City OK 73115

Fax: 405-670-7368

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Following Zoning Review, applicants will be contacted by the Fire Marshal to schedule an inspection. The results of this inspection are given to the applicant and are forwarded to the Chief Building Inspector.

The following is a list of common fire and life safety code requirements applicable to most commercial spaces within the City. Please be advised that the type of business and construction of the building may render some of these items irrelevant or insufficient to ensure code compliance. ***This list is provided for general information only and in no way supersedes any adopted code or standard.***

1. Exits

- Require at least two (2) means of egress (exit). Exits must be remote (separated).
- Egress must not pass through adjoining rooms or areas.
- *Reference Section IFC 1014.2.1*

2. Emergency Lighting

- Emergency lighting is required in all buildings with battery back-up.
- *Reference Section IFC 1006.1*

3. Illuminated Exit Signs with Battery Back-Up

- Required in all buildings above every exit.
- *Reference Section IFC 1011.2 and/or City Ordinance, Section 7-37.*

4. Fire Extinguishers

- Required – (10lb. ABC) with tag from Fire Extinguisher Company and mounted. (Travel Distance to any extinguishers shall not exceed 75 ft.)
- Fire Extinguisher inspections and new tag place on extinguisher shall not exceed one (1) year and be performed by trained personnel from fire extinguisher company.
- *Reference Section IFC 906.3 and/or City Ordinance, Section 7-37.*

5. Smoke Detectors

- Required in all buildings. Devices must be connected to a monitored alarm system if applicable.
- *Reference Section IFC 907.3.1 and/or City Ordinance, Section 7-37.*

6. Extension Cords

- Extension Cords are not permanent wiring and are not allowed permitted to be used as such.
- *Reference Section IFC 605.5 and/or City Ordinance, Section 7-37.*
- *Use of APPROVED flexible cords is governed by applicable sections of the NEC.*

7. Door Locks

- Shall use only thumb turn dead bolt, panic and/or fire hardware.
- *Reference Section IFC 1008.1.8.3 and/or City Ordinance, Section 7-37.*

8. Electrical Panel and Mechanical Areas

- A 36" clearance shall be provided for electrical panels and mechanical equipment.

Common Commercial Business Types and Submission Requirements



	Sales Tax Permit (1)	Site Plan (Dimensioned)	Site Plan (Professional)	Floor Plan (Dimensioned)	Floor Plan (Professional)	Floor Plan (Architect-Sealed)	Construction Drawings (2)	Construction Drawings (Architect-Sealed)	County Health Submission	County Beverage Permit	ABLE License	DHS License	Special Use Permit Application	City License Application	Fats, Oils, & Grease
Restaurant (no alcohol)	x	x		x			x		x						x
Restaurant (beer)	x		x		x		x		x	x				x	x
Restaurant (full liquor)	x		x		x		x		x	x	x		x	x	x
Bar (beer)	x		x		x		x		x	x				x	
Bar (full liquor)	x		x		x		x		x	x				x	
Nightclub	x		x		x		x		x	x				x	
General Retail (Clothing, Books, etc.)	x	x		x			x								
Convenience Store	x	x		x			x			x				x	
Liquor Store	x	x		x			x			x	x			x	

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Retail (Used / Refurbished / Antique)	x	x		x			x						x		
Gas Station	x		x	x			x								
Auto Repair Garage	x	x		x			x						x		
Used Car Lot (3)	x	x		x			x						x		
Child Care Center	x		x		x		x					x		x	
Child Care Center (home)	x	x		x			x					x	x	x	
Home Business	x	x		x			x						x		
Salon (Hair/Nail)	x	x		x			x								
Massage Parlor (4)	x	x		x			x								

Common Commercial Business Types and Submission Requirements



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Tattoo/Body Piercing Establishment	x	x		x			x						x	x	
Church (5)	x		x			x		x							
Medical/Dental Office (6)	x	x		x			x								
General Office	x	x		x			x								
Check Cashing or Payday Loan or similar (7)	x	x		x			x						x		

Note:

- x** Required
- d** Required depending on zoning district
- 1** All businesses require a Sales Tax Permit or an affidavit of no sales
- 2** Construction drawings are required for any alternation needing a remodeling permit
- 3** Used Car Lots are permitted only in the G-C zoning district
- 4** Massage Parlors require submission of training, certification and/or licensure for all employees
- 5** Churches are not permitted within the APZ-II zone
- 6** Medical/Dental offices with the possibility for incapacitated patients are not permitted within the APZ-II zone
- 7** Check Cashing and Payday Loan establishments are not permitted in most commercial districts