



COMMERCIAL BUILDING PERMIT APPLICATION PACKET

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

APPLICATION CHECKLIST

- | | | |
|-------|------------------------------|----------------|
| _____ | Signed Application | |
| _____ | Construction Drawings | (4 Paper Sets) |
| _____ | Construction Drawings | (Electronic) |
| _____ | Site Plan | (4 Paper Sets) |
| _____ | Site Plan | (Electronic) |
| _____ | Project Specs and Manual | (4 Paper Sets) |
| _____ | Project Specs and Manual | (Electronic) |
| _____ | Floor Plan | |
| _____ | Applicant Certification | |
| _____ | Property Owner Certification | |

** Please note that Abbreviated Paper Sets may be submitted in lieu of three of the required sets, must include – Site Plan, Demolition Plan, Utility Plan, Elevations, Erosion and Sedimentation Control Plan, Floor Plan – detailed MEP drawings are not necessary for these abbreviated sets.

The construction drawings electronic version may be submitted either by CD, DVD, or email PDF at lmccann@cityofdelcity.org.

FOR STAFF USE ONLY:

Code _____

Zoning _____

Floodplain _____

Stormwater _____

Drainage _____

Public Works _____

Fire Department _____

Inspections _____

DATE SUBMITTED: _____

ENTERED INCODE BY: _____

PERMIT APPROVED: _____

DUE: \$ _____ RECEIPT NO. _____



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APPLICATION INSTRUCTIONS

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All applications must be completed in full, including all required supporting documentation. Incomplete applications may be returned to the applicant, leading to substantial delay in processing.

Be sure to read these instructions carefully before proceeding!

Application Form:

1. Be sure to complete the form in its entirety.
 2. The project description should be as specific as possible.
 3. Acreage refers to the acreage of the entire parcel on which the work is to be completed.
 4. Square Footage refers to the entire building in/ on which the work is to be completed.
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Submission of Plans:

Unless otherwise indicated, four (4) sets of plans and one (1) electronic copy are required. For all but the most basic projects, these plans must be professionally prepared by an appropriate design professional. A complete floor plan must be included. A site plan is required. This site plan must include the location of parking spaces and landscaping and must document the required fire hydrant coverage (300' and 500').

For all new construction and remodeling that affect the building exterior, color elevations for all sides of the building are required. Detailed foundation drawings are required (engineer seal must be affixed if foundation is not code-compliant).

For information regarding the location of water and sewer lines, please submit the request form.

Abbreviated Paper Sets may be submitted in lieu of three of the required sets, must include – Site Plan, Demolition Plan, Utility Plan, Elevations, Erosion and Sedimentation Control Plan, Floor Plan – detailed MEP drawings are not necessary for these abbreviated sets.

Plan Review

An in-person plan review is conducted for all new and remodeled commercial, multifamily residential and industrial buildings, except for minor remodeling projects that do not affect the use of the structure and do not necessitate code upgrades for accessibility or life-safety. Prior to plan review, an in-person “pre-plan” meeting can be scheduled. There is no fee for a “pre-plan” meeting. Plan review fees are included in the permit cost. To schedule a plan review or “pre-plan”, please contact the Community Development Assistant at (405) 671-2831.

Adopted City Codes:

The City's current Adopted codes and standards include:

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.).

Contractors:

1. Contractors engaging in electrical, mechanical, and plumbing work must hold valid state and city licenses.
 2. Contractors working on drive approaches must have a city license.
 3. Permits are obtained directly by the Contractor and Contractors must call for inspection.
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Special Considerations:

- A. **Stormwater:** For all projects greater than 1 acre, an engineered drainage plan must be submitted. Detention is required for the 100-year rain event. Silt fencing and a proper construction entrance are required. For all projects greater than 5 acres, a notice of intent for construction site activity must be submitted to the Oklahoma Department of Environmental Quality (copy of submission and stormwater pollution prevention plan (SWPPP) must be provided with permit application). All projects are required to have no adverse impacts with regard to stormwater volume or quality.
 - B. **Floodplain:** All construction located within the Special Flood Hazard Area (1% change floodplain), a design elevation certificate must be provided, along with a Floodplain Development Permit application. For more information, visit <http://www.floodsmart.gov>.
 - C. **AICUZ:** For any project located within the Air Installation Compatible Use Zone (APZ 1 or APZ 2), additional documentation may be required. Structures within either APZ zone must comply with the International Energy Conservation Code. Many common uses are prohibited, and overall densities are significantly limited, as are building heights. For more information, see 2006 AICUZ report at <http://www.acogok.org/JLUS>.
 - D. **Sanitation:** Sanitation service is provided by the City. Trucks pick up containers on the right side. Enclosures must be designed to accommodate this sort of pick up. Container pad and a clear path to the container must be constructed of minimum 6" concrete or approved equivalent.
 - E. **Architectural Seal:** Architectural seal must be affixed to plans if required by state law.
 - F. **Sidewalks:** Sidewalks are required for all new construction.
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Occupancy:

An application for occupancy should be submitted before requesting final inspections. Should any question exist regarding acceptable uses, this question should be addressed during a "Pre-Plan" meeting.



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APPLICATION STANDARDS

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1. Preliminary Plans

Preliminary plans may be submitted at any time for discussion purposes. Preliminary plans will not be reviewed for permit approval. Either printed or electronic format is acceptable for preliminary plans.

2. Initial (Permit Review) Submission

For permit review, four (4) sets of prints and one (1) electronic copy of prints must be submitted with the permit application. The printed size should be no smaller than 24" x 36". A site plan showing the location of all utilities (including stormwater) and parking spaces must be submitted. An additional sheet showing existing and proposed fire hydrants must be submitted, with each hydrant marked with circles having 300 ft. and 500 ft. radii. A dimensioned floor plan showing the location of exit signs, emergency lighting, and fire extinguishers must be included. When required, each page must bear the seal of the appropriate design professional. On approval, one set of plans (and specifications/ manuals) will be marked approved and returned to the applicant to be retained on the job site.

3. Stormwater Quality

For any project causing ground disturbance, the initial submission (printed and electronic) must include a Stormwater Pollution Prevention Plan (SWPPP) and grading permit application. An erosion control sheet must be included and must detail the construction site Best Management Practices (BMPs) that will be used. For ground disturbance exceeding five (5) acres, a Notice of Intent (NOI) must be filed with the Oklahoma Department of Environmental Quality (DEQ). A printed copy of this NOI must be included and must also be included in the electronic submission.

4. Floodplain Management

For any project located within an area of special flood hazard (Zones A, AE, AO, AH, or A1-99) on the community's current adopted Flood Insurance Rate Map, a floodplain development permit application must be submitted in lieu of a grading permit application.

5. Fire Alarm and Fire Suppression

Fire Alarm and/ or Fire Suppression plans are submitted directly to the Fire Marshal by the appropriate contractor. Three (3) printed sets and one (1) electronic set are required. On approval, one (1) set will be marked approved and returned to the applicant to be retained on the job site.

6. Material Modifications

Material modifications to approved plans should be submitted for approval in the same manner as initial plans.

7. Special Inspections

Inspection reports for any special inspections should be submitted in printed form no later than 72-hours after being received. A copy of all special inspection reports should be maintained on the job site.

8. Final "As-Built" Submission

Before occupancy can be approved, a final "as-built" submission is required along with an application for occupancy. The final submission consists of one (1) printed and one (1) electronic copy of "as-built" drawings that incorporate the original approved plans and any changes. As-built drawings for fire suppression and fire alarm systems must be included. A final elevation certificate must be included for any project located in an area of special flood hazard. Detail of any post-construction best management practices being used for stormwater quality control must be included.

9. Phased Permitting

Phased Permitting for horizontal construction will be considered on a case-by-case basis.

10. Simplified Submissions

In order to simplify submission and reduce costs for the applicant, minor remodels to existing structures without changes in occupancy classification may submit one (1) printed and one (1) electronic copy of construction drawings, a site plan, a hydrant drawing, and a floor plan as the initial submission. A full submission may be required if deemed necessary for purposes of review.



Submission of Fire Alarm and Suppression Plans

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1. Sprinkler and alarm system plans may *only be submitted by a contractor duly authorized to work in Oklahoma.*
2. Submission requirements:
 - Five (5) paper sets; and
 - 1 electronic set of plans. Electronic plans to be in .dwg or .pdf format.
3. All plans will be submitted to the Permit Desk in the Community Services Department. Plans will be distributed to the following (along with a copy of the issued conditional permit):
 - Fire Marshal (2 sets)
 - Public Works Director
 - Chief Building Inspector
 - City Planner
4. **A permit fee will be charged at the time of submission.** A conditional permit will be issued at this time, subject to final approval by the Fire Marshal and contract FPE.
5. **A plan review fee will also be due, payable directly to the contract Fire Protection Engineer.** The amount of that fee will be set by the FPE.
6. Once plans have been submitted, the contractor is responsible for coordinating with the Fire Marshal to arrange for approvals, inspections, etc.



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PROPERTY INFORMATION:

Property Address: _____
 City: _____ State: _____ Zip: _____

Property Owner Name: _____

Property Owner Address: _____
 City: _____ State: _____ Zip: _____

APPLICANT INFORMATION:

Applicant Name: _____

Applicant's Current Address: _____
 City: _____ State: _____ Zip: _____

Applicant Contact: Phone: _____ Cell: _____

Applicant E-mail Address: _____

PROJECT INFORMATION:

Permit Type: New Commercial New Multifamily New Industrial Other New
 Commercial Remodel Multifamily Remodel Industrial Remodel Other Remodel

Project Description: _____

Estimated Project Cost: _____ Project Square Footage: _____ Overall Acreage: _____

Start Date: _____ Completion Date: _____

Existing Use: _____ Proposed Use: _____

FIRE SUPPRESSION / ALRAMS:

Existing Building- Does it have the following:

Fire Suppression System Yes No
 Fire Alarm System Yes No

Proposed Building- Will it have the following:

Fire Suppression System Yes No
 Fire Alarm System Yes No

APPLICANT CERTIFICATIONS

I certify that this permit application is complete and accurate, to the best of my knowledge. _____ (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, that inspections must be arranged at least 48 hours in advance, that inspections are scheduled and performed on the basis of need and based on the nature of the work being inspected, and that failed inspections may lead to re-inspection fees. _____ (initial)

I hereby submit this application for Commercial Building Permit.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER CERTIFICATION

I certify that the applicant has my authorization to submit this building permit application. I certify that I understand that as the Property Owner, I am ultimately responsible for anything that is done to the property. _____ (initial)

PROPERTY OWNER SIGNATURE

DATE