



RESIDENTIAL BUILDING PERMIT

APPLICATION INSTRUCTIONS

Community Services
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
permits@cityofdelcity.org

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

Incomplete applications will **NOT** be accepted.

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.

Submission of Plans:

For any construction, plans are required & may be sent to permits@cityofdelcity.org, including detailed foundation drawings (engineer seal must be affixed if foundation is not code-compliant) and elevations for all four sides. For additions and remodeling, as much information as possible should be provided. If plan submission is unclear, professionally designed plans may be required. For information about location of water and sewer lines, please submit the request form.

Project Cost Breakdown

For Additions and Remodeling, a detailed work plan and project cost breakdown must be submitted. These must contain a detailed listing of the items to be completed. Cost figures must be supported by contractor estimates.

Plan Review

Plan Review is conducted internally. If further information is required, the applicant will be contacted.

Inspections and reviews are conducted by using the following adopted building codes:

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.

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.
 4. If approved by the City, individuals who own and occupy a structure may perform basic remodeling work, provided all required permits and inspections are obtained.
 5. Rental properties require licensed contractors.
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Special Considerations:

- A. **Stormwater:** Silt fencing and erosion control are required when disturbing the soil
 - B. **Floodplain:** All new 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:** New residential construction is generally not permitted within the AICUZ area. For more information, see 2006 AICUZ report at <http://www/acog.org/JLUS>.
 - D. **Sidewalks:** Sidewalks are required for all new construction and significant remodeling.
 - E. **Driveways:** Concrete driveways are required for all new construction and for significant remodeling.
 - F. **Masonry:** All new construction must be brick or masonry on all sides.
 - G. **Size:** New construction must be greater than twelve-hundred (1200) sq. ft., plus a two (2) car garage.
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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.

APPLICANT SIGNATURE

DATE



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PROPERTY INFORMATION:

Property Address: _____
City: _____ State: _____ Zip: _____
Is the Property occupied: Yes No Property Owner Name: _____
Property Owner Address: _____
City: _____ State: _____ Zip: _____
Property Owner Phone: _____

APPLICANT INFORMATION:

Applicant Name: _____
Applicant Current Address: _____
City: _____ State: _____ Zip: _____
Applicant Phone: _____ E-Mail Address: _____

PROJECT INFORMATION:

Permit Type: New Residential Residential Remodel Residential Addition
Project Description: _____

Estimated Project Cost: _____ Project Square Footage: _____ Overall Acreage: _____
Start Date: _____ End Date: _____

Does the Existing Building have a Fire Suppression System? Yes No
Does the Proposed Building have a Fire Suppression System? Yes No

RESIDENTIAL CONTRACTOR INFORMATION:

License No: _____
Are you seeking an exemption Yes No
from the Residential Contractor requirement? If yes, please explain: _____

APPLICANT CERTIFICATIONS

I certify this permit application is complete and accurate, to the best of my knowledge. _____ (initial)

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

I understand inspections are required as provided for in the City's adopted codes, must be arranged at least 48 hours in advance, scheduled and performed on the basis of need and based on the nature of the work being inspected, and failed inspections may lead to re-inspection fees. _____ (initial)

I certify I have a valid Residential Contractor's license with the City of Del City. _____ (initial)

OR

I certify I am the legal property owner and occupant of the address listed herein and I will personally complete all permitted work without compensation to any other party for work that would otherwise require a residential permit, and I am exempted from the Residential Contractor's licensing program. _____ (initial)

I hereby submit this application for Residential Building Permit.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER CERTIFICATION

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

PROPERTY OWNER SIGNATURE

DATE