



# HOUSING INSPECTION APPLICATION

**Community Development**  
**405-670-7314**  
3701 SE 15th Street  
Del City OK 73115  
[www.cityofdelcity.com](http://www.cityofdelcity.com)  
[permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

**All applications must be completed in full, including all required supporting documentation. Incomplete applications will not be accepted.**

Email your application to [permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

## **Required Supporting Documents:**

1. A valid driver's license or identification is required for the applicant.
2. Proof of Ownership
  - a. *Property Manager/Real Estate Agent must provide a copy of the executed agreement between property owner and property manager/real estate agent.*
  - b. *Trust/LLC/Corp or Inc- an acceptable proof of contact name and contact information must be provided, no exceptions.*
    - i. *Proof of ownership acceptable documents*
      1. *Notarized letter on letterhead providing permission to applicant which also includes property owner contact name and contract information.*
      2. *Operating Agreement*
      3. *Articles of Incorporation*

## **Inspection Information:**

All one and two family dwellings in Del City must be inspected every time a change in occupancy occurs. The inspection fee is forty (\$40.00) dollars. There is a \$2.00 fee for all credit /debt card transactions.

If an occupant change happens within 180 days of dwelling passing inspection (receiving a Full Certificate of Occupancy), a new inspection is necessary, but the fee will be waived.

**Occupancy of a dwelling for any length of time without a Certificate of Occupancy is a violation of City Ordinance. The property owner, property manager and / or occupant are all responsible for such a violation.**

Inspections are scheduled into 2 ½ hour windows. A responsible adult must be present for the inspection. It is not possible for our inspectors to "call ahead" or wait for someone to arrive at the dwelling. In the event of a "no show", a \$100 re-inspection fee may be assessed and must be paid before the inspection can be rescheduled.

"Unaccompanied" inspections are available only to vacant properties.

Please note electricity service must be on for inspection.

For the convenience of landlords and sellers, inspections may be scheduled before the occupant of the dwelling is known. This is known as a pre-clearance.

## **Inspections will be conducted in accordance with the codes listed below:**

### **Adopted City Codes:**

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

**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.**

**Inspection Results**

1. Please allow **48 hours** after the inspection is done to receive results.
2. Results will be delivered to email provided on application form.
3. Inspection results are generally classified into (3) types:
  - a. **Full Certificate of Occupancy-** There were no code violations observed (within the scope of the inspection program). No action is necessary and the dwelling is approved for occupancy.
  - b. **Provisional Certificate of Occupancy-** Code violations were observed. A correction notice is issued along with the Provisional Certificate of Occupancy. Occupancy is approved but corrections must be made and approved within a stated period of time. By occupying the dwelling (or allowing it to be occupied), the owner and occupant agree to make the necessary corrections within the allowed time.
  - c. **No Occupancy-** The structure is not approved for occupancy and a correction notice is issued. Corrections must be made or further enforcement action may be taken. In the case of particularly dangerous or dilapidated structures, a failed inspection may also lead to the dwelling being condemned for occupancy and /or ordered demolished.

**Corrections and Re-inspections**

After all required corrections have been made the owner or occupant must call for a reinspection. There is no charge for the first reinspection. Subsequent re-inspections may incur reinspection fees, particularly if progress is not being made toward correcting violations.

1. Reinspections are scheduled by phone by calling (405) 670-7314 or may be emailed to [permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)
2. Some corrections may include work that requires use of a licensed contractor and/or requires a permit. Required inspections for electrical, mechanical and plumbing permits must be completed before a HIP reinspection may be scheduled.
3. If all corrections are not done at the time of reinspection, there may be a **REINSPECTION FEE** in the amount of **\$100** for all inspections until a full certificate is issued.

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**Property Owner Information:**

**Must provide the name of person(s) affiliated with the ownership of the property that matches the supporting documentation provided.**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



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**Property Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Role:**            OWNER/OCCUPANT            OWNER/RENTAL            TENANT            PROPERTY MANAGER

**Applicant's Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant Contact Phone:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Applicant E-mail Address:** \_\_\_\_\_

**Property Status:**

**Who is currently occupying the house?** \_\_\_\_\_

**Is the house occupied?**

**YES            NO**

**When is it intended to be occupied?** \_\_\_\_\_

*I hereby submit this application for a Housing Inspection.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR STAFF USE ONLY:**

COPY OF DRIVER'S LICENSE	YES	NO
CODE CLEAR	YES	NO
OPEN PERMIT	YES	NO
WATER ON	YES	NO
PRIOR FILE	YES	NO

**DATE SUBMITTED:** \_\_\_\_\_

**TIME SUBMITTED:** \_\_\_\_\_

**DUE: \$40.00    RECEIPT #** \_\_\_\_\_

**INSPECTION DATE:** \_\_\_\_\_

**INSPECTION TIME:** \_\_\_\_\_

**PROPERTY OWNER CERTIFICATION**

I hereby apply for a residential Certificate of Occupancy and initiation of City Utility services. Accordingly, I request an inspection of the above-referenced property. \_\_\_\_\_ (initial)

I hereby grant access to this property to the City of Del City, including any agents and assigns, for the purpose of conducting inspections and re-inspections pursuant to this application. \_\_\_\_\_ (initial)

I understand this property will be inspected to determine its general condition, safety and fitness for occupancy, and compliance with the City's ordinances and adopted codes. I further understand, should the structure be found to be unsafe, unfit for occupancy, or in violation of any provision of the City's ordinances or adopted codes, a Certificate of Occupancy will not be granted and I may be required to take further action to remedy any deficiencies. \_\_\_\_\_ (initial)

I understand a Provisional Certificate of Occupancy may be granted to permit occupancy of this property while required corrections are being completed. By permitting this property to be occupied under a Provisional Certificate, I certify that I will cause all required corrections to be made within the indicated timeframe. I understand failure to make all required corrections and obtain all necessary inspections is a violation of city code and may lead to further enforcement action and/ or discontinuation of city utility services. \_\_\_\_\_ (initial)

I realize, should a Certificate of Occupancy be issued for this property, the Certificate is not transferable to another occupant and a new Certificate must be obtained following any change in occupant. I also realize a residential Certificate of Occupancy may be revoked for good cause, including unsafe conditions and/ or persistent violations of the City's ordinances or adopted codes. \_\_\_\_\_ (initial)

Furthermore, I realize that provision of City utility services is subject to existence of a lawful occupancy, and City utility services may be terminated in a manner pursuant to City Ordinance. I further understand that tampering with a utility meter is criminal offense and may result in assessment of a tampering fee and/ or criminal prosecution. \_\_\_\_\_ (initial)

For properties whose domestic water service is not provided by the City or the Del City Municipal Services Authority, I understand that I am responsible for ensuring the occupants of the property have an active city utility account in place before permitting the discharge of wastewater into the public sewer system. \_\_\_\_\_ (initial)

I understand occupying, or causing to be occupied, a residential structure without a valid Certificate of Occupancy or legal utility services is a violation of city ordinance, subject to a maximum penalty of \$750 and/ or 60 days imprisonment, with each day of unlawful occupancy being considered a separate violation. \_\_\_\_\_ (initial)

By listing my preference for delivery of inspection results, I agree such results will be considered received by me upon being transmitted or sent by the City. I understand I have the opportunity to obtain these inspection results in person or to have them sent to the email address on the application. I understand a claim of not having received the inspection results in no way releases me from completing any required corrections or taking any steps necessary to ensure any occupancy of this property is conducted in a lawful manner. \_\_\_\_\_ (initial)

I submit I am the lawful owner of this property and have the legal authority to cause it to be occupied. A copy of documentation indicating I am the legal owner of this property is being submitted with this application. \_\_\_\_\_ (initial)

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
**City** **State** **Zip Code**

**E-Mail Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**OCCUPANT CERTIFICATION**

*(IF NOT LEGAL OWNER)*

I hereby apply for a residential Certificate of Occupancy and initiation of City Utility services. Accordingly, I request an inspection of the above-referenced property. \_\_\_\_\_ (initial)

I hereby grant access to this property to the City of Del City, including any agents and assigns, for the purpose of conducting inspections and reinspections pursuant to this application. \_\_\_\_\_ (initial)

I understand this property will be inspected to determine its general condition, safety and fitness for occupancy, and compliance with the City's ordinances and adopted codes. I further understand, should the structure be found to be unsafe, unfit for occupancy, or in violation of any provision of the City's ordinances or adopted codes, a Certificate of Occupancy will not be granted and I may be required to take further action to remedy any deficiencies. \_\_\_\_\_ (initial)

I understand a Provisional Certificate of Occupancy may be granted to permit occupancy of this property while required corrections are being completed. By permitting this property to be occupied under a Provisional Certificate, I certify I will cause all required corrections to be made within the indicated time frame. I understand failure to make all required corrections and obtain all necessary inspections is a violation of city code and may lead to further enforcement action and/ or discontinuation of city utility services. \_\_\_\_\_ (initial)

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Furthermore, I realize provision of City utility services is subject to existence of a lawful occupancy, and that City utility services may be terminated in a manner pursuant to City Ordinance. I further understand tampering with a utility meter is criminal offense and may result in assessment of a tampering fee and/ or criminal prosecution. \_\_\_\_\_ (initial)

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\_\_\_\_\_  
OCCUPANT SIGNATURE

\_\_\_\_\_  
DATE

**PROPERTY MANAGER CERTIFICATION**

*This form is to be completed whenever a property manager is responsible for the leasing, marketing and / or maintenance of a property.*

I certify I am the property manager for the property noted in this application form. I understand, as property manager, I am responsible for ensuring the property is maintained in a manner consistent with the City's adopted codes and other regulations. \_\_\_\_\_ (initial)

I certify I am in compliance with any applicable licensing requirements set forth by the Oklahoma Real Estate Commission. \_\_\_\_\_ (initial)

I understand occupying, or causing to be occupied, a residential structure without a valid Certificate of Occupancy or legal utility services is a violation of city ordinance, subject to a maximum penalty of \$750 and/ or 60 days imprisonment, with each day of unlawful occupancy being considered a separate violation. \_\_\_\_\_ (initial)

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<b>OREC License Number:</b> _____	<b>Expiration:</b> _____
<b>If not licensed, provide reason for exemption:</b> _____	
_____	
_____	
_____	

**Print Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City**

**State**

**Zip Code**

**E-Mail Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

\_\_\_\_\_  
PROPERTY MANAGER SIGNATURE

\_\_\_\_\_  
DATE



UNACCOMPANIED INSPECTIONS  
AUTHORIZATION

**Community Services  
Department**  
**405-670-7314**  
3701 SE 15th Street  
Del City OK 73115  
[www.cityofdelcity.com](http://www.cityofdelcity.com)  
[permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

**Property Owner/Agent:** \_\_\_\_\_

(print)

I hereby authorize the City of Del City to conduct inspections as part of the Housing Inspection Program without my presence.

I agree to release and hold harmless the City of Del City, the Del City Municipal Services Authority, and agents and employees thereof for any direct or consequential damage arising from the conduct of an unaccompanied inspection.

I understand I must install a lock-box or similar device that will permit the inspector to access the property. The code to the lock box must be provided on the HIP Inspection Request Form. The inspector will lock the door and return the key to the lock-box at the conclusion of the inspections. I understand the property must be vacant to qualify for an unaccompanied inspection.

I understand the inspection results will be sent via email as indicated on the application. I may follow up directly with the inspector, by telephone or email, if I have any questions or concerns regarding the inspections results.

\_\_\_\_\_  
Property Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lockbox Code