



# RESIDENTIAL RE-OCCUPANCY PERMIT

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)

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**Application 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. Application form must be completed in its entirety.
2. The Owner or Authorized Agent must complete the form.
  - a. If completed by the agent, the owner of the property must submit a notarized letter specifically authorizing the agent to submit the application.
  - b. A Property Management Contract or brokerage agreement is not sufficient to replace the notarized letter.
3. Payment for the Re-Occupancy Permit is made when application is submitted and is non-refundable.

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## Re-Occupancy

Re-Occupancy is necessary only after a structure has been condemned for occupancy. Depending on the reason for the condemnation, further permitting may be required (remodeling permit, trade permits, etc.)

After submitting this application for re-occupancy, the applicant must schedule a re-occupancy inspection with the Building Inspector. This inspection can lead to three (3) outcomes:

1. The property can be approved for re-occupancy;
2. A correction notice can be issued for items to be repaired before re-occupancy; or
3. The structure can be deemed not reasonable to repair and ordered demolished.

Extensive repair will require a remodeling permit. The remodeling permit application requires submission of a detailed work plan and cost estimates. If further permitting is necessary, re-occupancy will not be approved until Final Inspections have been completed and approved.

The property will need to be inspected as part of the City's Housing Inspection Program (HIP), if the occupant of the structure, after re-occupancy is granted, is different from the occupant of the structure at the time the structure was condemned. The HIP inspection may yield additional corrections, as the scope of the inspection may be different than that of the re-occupancy inspection.

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## Demolition Order

If the structure has been ordered demolished, it may be required to come into compliance with all adopted codes as if it was a new structure. Property Owners seeking to re-occupy a structure previously ordered demolished must be prepared for significant rehabilitation costs.

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**\*\*No person, including the Property Owner, is authorized to enter the structure until the Building Inspector approves entry, except for the purpose of securing the structure.**

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Applicant Signature

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Date



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## Property Owner Information

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

## Application Information

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

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

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

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

## Property Owner Certifications

I certify this application is complete and accurate, to the best of my knowledge. I further certify I am the Owner of the Property or I am the Authorized Agent of the owner. \_\_\_\_\_ (initial)

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

I understand this structure is currently condemned for occupancy, and this permit authorizes the City to conduct one or more re-occupancy inspections. I recognize these inspections may lead to issuance of a correction notice and may have to be resolved before the structure is approved for re-occupancy. I further understand ongoing inspections may be required, and these inspections may lead to additional corrections. I understand, should the structure be found to be not economically repairable, it may be ordered demolishes, and I agree to comply with such a demolition order. I also understand the Property may require additional inspection through the City' Housing Inspection Program. \_\_\_\_\_ (initial)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### **FOR STAFF USE ONLY:**

COPY OF DRIVER'S LICENSE    \_\_\_ YES    \_\_\_ NO

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

DUE: \$200 / \$100    RECEIPT NO. \_\_\_\_\_

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