



Commercial Building Permit Application Instructions

Community Development
(405) 677-5741 ext. 7314
3701 SE 15th Street
Del City, OK 73115
www.cityofdelcity.gov
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 Checklist:

- Construction drawings
- Site Plan
- Project Specs and Manual
- Floor Plan

Submission of Plans:

Electronic copies are required. For all but the most basic projects, these plans must be professionally prepared by an appropriate design professional. The 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.

*All electronic copies must include: Site Plan, Demolition Plan, Utility Plan, Elevations, Erosion and Sedimentation Control Plan, Floor Plan.

*Application along with all required documents must be sent to permits@cityofdelcity.org

Plan Review:

A plan review is conducted for all new and remodeled commercial, multi-family 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, a "pre-plan" meeting can be scheduled. There is no fee for a "pre-plan" meeting. Plan review fees are included in the permit cost.

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

2015 International Residential Code
2015 International Mechanical Code
2015 International Fuel Gas Code
2015 International Private Sewage Disposal Code
2014 NFPA 70: The National Electrical Code 2015
International Fire Code
2015 NFPA 101 Life Safety Code

2015 International Property Maintenance Code 2015
International Plumbing Code
2015 International Existing Building Code
2015 International Pool & Spa
2015 International Energy Conservation Code 2015
International Wildland-Urban Interface 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 https://library.municode.com/ok/del_city/codes/code_of_ordinances and within the Del City Planning and Zoning Ordinance (site design, parking, etc).



Commercial Building Permit 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. Only electronic submission is acceptable for preliminary plans at any time for discussion purposes.

2. Initial (Permit Review) Submission

For permit review, electronic copies of prints must be submitted with the permit application. A site plan showing the location of all utilities (including storm water), landscaping 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. Storm water Quality

For any project causing ground disturbance, the initial submission (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 copy of this NOI must 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 city's current adopted Flood Insurance Rate Map, a floodplain development permit application must be submitted in lieu of a grading permit application. For more information, visit <http://www.floodsmart.gov>.

5. Fire Alarm and Fire Suppression

Fire Alarm and/or Fire Suppression plans are submitted directly to the Fire Marshal by the appropriate contractor. Upon approval, a set of plans will be marked as 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 electronic 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 an 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 storm water 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 and reduce costs for the applicant, minor remodels to existing structures without changes in occupancy classification must submit electronic copies of construction drawings, a site plan, a hydrant drawing, and a floor plan as the initial submission.

Special Considerations:

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>.

Sanitation

Sanitation service 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 inch concrete or approved equivalent.

Architectural Seal

Architectural seal must be affixed to plans if required by state law.

Sidewalks

Sidewalks are required for all new construction.

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.

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.



Submission of Fire Alarm & 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:
Electronic submission of plans. Electronic plans to be in .dwg or .pdf format and sent via email.
3. All plans will be submitted to permits@cityofdelcity.org. Plans will be distributed to the following (along with a copy of the issued conditional permit):

Fire Marshal
Public Works Director
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 fee will be set by the FPE.
6. Please note, 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: _____

Property Owner Name: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____

Property Owner Phone Number: _____

Property Owner Email Address: _____

APPLICANT INFORMATION:

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Applicant Phone Number: _____

Applicant E-Mail Address: _____

PROJECT INFORMATION:

- | | | | |
|-----------------------------------------------|---------------------------------------------|---------------------------------------------|----------------------------------------|
| <input type="checkbox"/> New Multi-family | <input type="checkbox"/> New Industrial | <input type="checkbox"/> New Commercial | <input type="checkbox"/> Other New |
| <input type="checkbox"/> Multi-family Remodel | <input type="checkbox"/> Industrial Remodel | <input type="checkbox"/> Commercial Remodel | <input type="checkbox"/> Other Remodel |

Project Description:

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

Start Date: _____ Completion Date: _____

Existing Use: _____ Proposed Use: _____

FIRE SUPPRESSION ALARMS: *Please check 'Yes' or 'No'

Existing Building- Does it have the following:

- | | | |
|-------------------------|------------------------------|-----------------------------|
| Fire Suppression System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fire Alarm | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Proposed Building- Will it have the following:

- | | | |
|-------------------------|------------------------------|-----------------------------|
| Fire Suppression System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fire Alarm System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Applicant Certification

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

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

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

I hereby submit this application for Commercial Building Permit.

Applicant Signature

Date

Property Owner Certification

I certify the applicant has my authorization to submit this Commercial Building Permit Application. I certify I understand that as the property owner, I am ultimately responsible for anything that is done to the property. _____ (initials)

Property Owner Signature

Date