



# Miscellaneous Building Permit Application Instructions

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

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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.

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## **Site Plan:**

A site plan is required, showing the location of the proposed miscellaneous/accessory structure along with all structures on the lot. Distances to property lines and structures must be shown.

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## **Contractors:**

1. Fence contractors must be licensed with the City of Del City.
2. Concrete contractors must be licensed and bonded with the City.
3. Contractors engaging in electrical, mechanical, and plumbing work must hold valid state and city licenses.
4. Permits are obtained directly by the contractor and contractors must call for inspection.

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Inspections and reviews are conducted 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 (site design, parking, etc.).

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## **Special Considerations:**

- A. **Accessory Buildings:** All storage buildings larger than 250 sq. ft. must have a foundation that complies with adopted building codes. Storage Buildings smaller than 250 sq. ft. must be anchored in a manner approved by the building official that is at least equivalent to using 30-inch-long, double helix anchors with steel bands spaced 16 inches on center or at each end of the building.

May not exceed 750 sq. ft. and if the building is over 350 sq. ft. it must have a concrete floor. Accessory buildings must have a roof pitch of at least 5/12 and not more than 12/12. Wall height of accessory buildings is limited to eight (8) feet above the ground. Accessory Buildings require a 5 foot setback and must not be placed in easements.

**A photograph or drawing of all storage buildings is required.**

- B. **Carport and Patio Cover:** Must be designed to support a load of 20 pounds per square foot in addition to the weight of the structure and all bolts and screws used in the structure shall be cadmium-plated or equal.
1. The roof slope for carports shall be at least 3/16 inch per foot.
  2. If visible from the street:
    - a. Must be of a traditional roof on fixed support construction or designed in such a way to be complimentary to the architecture of the house.
    - b. No carport or patio cover visible from the street shall be of a type commonly understood to be portable, temporary, or prefabricated in nature.
    - c. No carport or patio cover visible from the street shall be of a type having features such as curved ribs, sheathing material that wraps from roof to side, or curved peak unless such a design has been approved as complimentary to the architecture of the house.
- C. **Fence:** Residential fences:
1. Are generally limited to 6 feet in height. Requests for higher fences must be made in writing and will be granted only in exceptional circumstances.
  2. Metal panel fences are generally not permitted in residential areas.
  3. Barbed wire, razor wire, and similar materials are not generally permitted.
  4. Fences will be permitted in city utility easements only after review. Fences generally must be offset from drainage easements or conveyances. Removal of or damage to any fence in an easement will be the responsibility of the property owner, if access to the easement is required.
- D. **Radio Towers:** Radio towers require 3 sets of professionally drawn plans with an engineer's seal. An in-person plan review is required.
- E. **Driveways:** All driveways will have a 5 foot radius in the approach at the curb. No steel in the approach in the right-of-way, approximately in the first 12 feet of the driveway.
1. Driveway may be placed to property line but must maintain 5 foot radius and it shall not be placed closer than 25 feet to an intersection.
  2. No required radius shall encroach upon adjoining property, nor overlap the required radius of the adjacent driveway  
–unless the property owner and adjoining property owner sign a notarized release allowing this.
  3. Maximum lot coverage in front yard is fifty (50) percent.
  4. Approved materials for Driveway construction are:
    - a. 2" of asphalt on a 4" base of stabilized aggregate or equivalent.
    - b. 4" of Portland Cement Concrete with a minimum of 2" sand bed from property line in.
    - c. 6" of #3500 p.s.i. concrete with a minimum 2" sand base on approach in right-of-way.
    - d. Expansion joints required in approach and every 12' thereafter.
    - e. No water meter boxes to be poured in driveway. Contact Water Line Maintenance to move meter box (671-2875), at no cost to the property owner.
    - f. Inspected when base material and forms are in place, prior to pouring. \*\*
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\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



# MISCELLANEOUS BUILDING PERMIT APPLICATION

**Community  
Development  
405-670-7314**

3701 SE 15th Street  
Del City OK 73115  
[www.cityofdelcity.gov](http://www.cityofdelcity.gov)  
[permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

**PROPERTY INFORMATION:**

Property Address:	_____		
	City: _____	State: _____	Zip: _____
Property Owner Name:	_____		
Property Owner Address:	_____		
	City: _____	State: _____	Zip: _____
Property Owner Contact Phone:	_____		

**APPLICANT INFORMATION:**

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

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

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

Applicant Phone Number: \_\_\_\_\_

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

Relationship to Property Owner:  Self  Contractor Other: \_\_\_\_\_

**PROJECT INFORMATION:**

Permit Type:	<input type="checkbox"/> Carport	<input type="checkbox"/> Driveway	<input type="checkbox"/> Fence	<input type="checkbox"/> Garage
	<input type="checkbox"/> Patio Cover	<input type="checkbox"/> Radio Tower	<input type="checkbox"/> Storage Building	<input type="checkbox"/> Workshop

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Project Square Footage: \_\_\_\_\_ Overall Acreage: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION:**

**Storage Building:** Roof Pitch: \_\_\_\_\_ Wall Height: \_\_\_\_\_  
Foundation: \_\_\_\_\_ Anchor Type: \_\_\_\_\_

**Garage/Workshop:** Roof Pitch: \_\_\_\_\_ Wall Height: \_\_\_\_\_  
Foundation: \_\_\_\_\_ Anchor Type: \_\_\_\_\_

Utilities: Electrical   Plumbing   Mechanical    
YES NO YES NO YES NO

**Carport/Patio Cover:** Roof Pitch: \_\_\_\_\_ Height: \_\_\_\_\_  
Width: \_\_\_\_\_ Length: \_\_\_\_\_  
# of Posts: \_\_\_\_\_ Material: \_\_\_\_\_

**Fence:** Height: \_\_\_\_\_ Material: \_\_\_\_\_

**Radio Tower:** Height: \_\_\_\_\_ Material: \_\_\_\_\_  
Distances: Nearest Property Line \_\_\_\_\_ Nearest Structure: \_\_\_\_\_

## **PLOT PLAN**

\*\*\* Show all Buildings, Easements, Setbacks, and Lot Line Dimensions

I hereby certify the above site/plot plan shows all existing and proposed improvements on this property:

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Signature

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Date

**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, inspections 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 hereby submit this application for a Miscellaneous 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