



# Storm Shelter/ Safe Room Permit Application

Community Development  
(405) 677-5741 ext. 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:**

- The project description should be as specific as possible.

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## **Site Plan:**

- A digital site plan is required, showing the location of the proposed safe room along with all structures on the lot. Distances to property lines and structures must be shown to scale.

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## **Contractors:**

1. Storm Shelter contractors MUST be licensed with the City of Del City.
2. Storm Shelter contractors MUST be bonded.
3. The bond MUST be renewed annually in the amount of five thousand (\$5,000.00) dollars, in favor of the City.
4. All plans and specifications submitted for approval MUST bear the signature and seal of a registered professional engineer along with a statement that the structure meets the design requirements.
5. 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:** The City's current Adopted codes and standards include:

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|---|--|
| 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 [https://library.municode.com/ok/del\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/ok/del_city/codes/code_of_ordinances) and within the Del City Planning and Zoning Ordinance (site design, parking, etc.)

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## Applicant Information

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

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

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

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

## Contractor Information

General Contractor Name: \_\_\_\_\_

General Contractor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

General Contractor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Information

Location:  Back Yard  Front Yard  In Garage Floor  Side Yard

Type:  Above Ground\*  Below Ground

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

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

(\*for Above Ground shelters, please refer to Municode Chapter 5, Section IX at [https://library.municode.com/ok/del\\_city/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH5BUBURE\\_ARTIXSARO](https://library.municode.com/ok/del_city/codes/code_of_ordinances?nodeId=PTIICOOR_CH5BUBURE_ARTIXSARO) for more information)

**APPLICANT CERTIFICATIONS**

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

I certify that the site/plot plan shows all existing and proposed improvement on this property.

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, are 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 Storm Shelter / Safe Room 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 any work done on the premises. \_\_\_\_\_ (initial)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date