



The City of OKLAHOMA CITY

OIL & GAS WELL PERMIT SUBMITTAL REQUIREMENTS

Protect the community as well as you power it, permits save lives!
Call us at 405-297-1212 today.

ESSENTIALS FOR SUBMITTAL

***Prior application and API number for well drilling operation must be obtained from the Oklahoma State Corporation Commission - [Oil and Gas Conservation Division](#).**

- ☐ Completed application
- ☐ Property address – Contact Zoning at 405-297-2623 for address verification.
- ☐ Legal description of both the parent tract and well compound.
- ☐ Property owner and applicant contact information.
- ☐ Provide emergency contact information identifying the Operator's Service Agent, including address (in case of leaks, fire, damage, or other emergencies)
- ☐ Diagram of overall tract surrounding the well site compound.
 - Show the proposed well.
 - Show the proposed surface facilities.
 - Show the distance from the well bore to all houses, buildings, and other structures within 600 feet. If none, a written statement of such must be provided.
 - Show all existing oil, gas, or freshwater wells within the tract.
- ☐ Provide names of all surface owners and leaseholders within 1000 feet of well.
- ☐ Provide copy of the [approved](#) Corporation Commission "Notice of Intent to Drill".
- ☐ Provide a statement of provisions for water to be used in drilling the well. Be specific; if a water well is to be drilled then provide a copy of the

[approved](#) permit from the Oklahoma Water Resources Board.

- ☐ Provide proof of pollution insurance with minimum liability coverage of \$1,000,000 where within 2 miles of any watershed areas of any Oklahoma City reservoir, canal, or waterway or where located within the Garber-Wellington Aquifer recharge area. Insurance must be provided by a reliable broker licensed within the State of Oklahoma and must show the applicant/permittee and the City named as coinsured. Policy must remain in place from time of drilling, through production, and until the time of plugging or abandonment. Deductible shall not exceed \$25,000.
- ☐ Provide proof of Public Liability Insurance to the amounts of \$100,000 per person, \$300,000 per accident, and \$200,000 for property damage.
- ☐ Provide and maintain a blanket bond or blanket irrevocable letter of credit in the principle sum of \$25,000 which must be effective at time of submittal and for 12 months after the expiration of the permit to drill.
- ☐ Submittal payment of \$963 for permit and \$550 for processing. An annual fee of \$220 will be due after 12 months and thereafter.

FREQUENTLY ASKED QUESTIONS

- Mail your permit and files to 420 W. Main Street, 8th floor, Development Center, Oklahoma City, OK 73102. or visit us in person at our 1st floor Business Center.
- Call us at 405-297-1212 for general questions and information.



The City of
OKLAHOMA CITY
Development Center

Send to:

The City of Oklahoma City
Development Center
420 W. Main Street, 8th Floor
Oklahoma City, OK 73102

OIL & GAS WELL APPLICATION

Application to: ____ Drill ____ Re-Enter

Date: _____

Spud Date: _____

Type of Well: _____ Oil _____ Gas

Well Address: _____

Well
Location:

Section:

Township:

Range:

County

Lease Name:

Well #:

Operator:

Email:

OTC/OCC #

Phone #

Address:

City

State

Zip Code

Primary Surface Owner:

Address:

City:

State:

Zip Code:

Applicant:

Address:

City:

State:

Zip Code:

Email:

Phone #:

Will a water well be drilled? If yes, Permit #

Source of water to be used:

Located in a watershed area?

Located in the Garber-Wellington area?

Location in OCC field rule 90123 area?

Located in lake reservation?

I HEREBY CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION PERPARED BY ME OR UNDER MY SUPERVISION. THE FACTS AND PROPOSALS MADE HEREIN ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature:

NOTICE: Approval is void if operations have not commenced within six months of the date of approval. An approved permit must be posted at the location during drilling and completion operations. File form 1001A, spud report, within fourteen days of commencement of operations.

Application Checklist:

- ☐ Attach diagram with legal outline of the primary tract surrounding the well. The diagram should cover a minimum radius of 600 feet surrounding the well.
 - Show the proposed well.
 - Show the proposed surface facilities such as storage buildings, tanks, etc.
 - Show the distances from the well bore to all houses, buildings, and other structures within 600 feet of the well bore. Identify all houses, buildings, and other structures as to their nature or use. If there are no buildings, houses, or other structures within 600 feet of the proposed well bore, then a written statement to this effect should be made.
 - Show all existing or proposed oil, gas, and freshwater wells within the tract. Identify these wells. If there are no wells within the tract then a written statement to this effect should be made.
- ☐ Attach the names of the surface owners and leaseholders within 1,000 feet of the proposed well and surface facilities, including lease road.
- ☐ Attach a copy of the approved Corporation Commission “Notice of Intent” to drill.
- ☐ Attach a statement of provisions for water to be used in drilling the well. Specifically, if a water well is to be drilled on location, then submit a copy of an approved permit from the Oklahoma Water Resources Board.
- ☐ Attach a statement identifying the Operator's Service Agent and include their address and contact information.
- ☐ Attach proof of pollution insurance with a minimum \$1,000,000 liability coverage when within 2 miles of any watershed areas of any Oklahoma City reservoir, canal, or waterway or where located within the Garber-Wellington Aquifer recharge area. Insurance must be provided by a reliable broker licensed within the State of Oklahoma and must show the applicant/permittee and the City names as coinsured. This policy must remain in place from time of drilling, through production, and until the time of plugging or abandonment. Deductible shall not exceed \$25,000.
- ☐ Attach proof of public liability insurance to the amounts of \$100,000 per person, \$300,000 per accident, and \$200,000 for property damage.
- ☐ Provide and maintain a blanket bond or blanket irrevocable letter of credit in the principle sum of \$25,000 which must be effective at time of submittal and for 12 months after the expiration of the permit to drill.
- ☐ Provide payment in the amount of \$963 for permit application and \$550 processing fee. (A fee of \$220 will be due after 12 months and annually thereafter as an operating fee.)

The Operator shall comply with the City's Oil and Gas Ordinance, and all applicable local, state and federal laws. Agreed by,

Name of Operator's Representative

Signature

Date



The City of
OKLAHOMA CITY
Development Center

OIL & GAS WELL DRILLING PERMIT

Operator:

Well Location:

Well Name: _____

Permit Type: _____

Issued Date: _____

API Number: _____

Operations Begin: _____

Water Supply: _____

Surface Owner: _____

Operators Emergency Contact: _____

This approved permit does not consider the validity of any lease. Approval is based solely on the information provided by the applicant for this permit. Approval does not waive any other special or general orders or requirements of The City of Oklahoma City or the State of Oklahoma. This permit expires 12 months from the date of issue.

Conditions for Permit

Approved traffic control signs warning of truck traffic outfitted with flashing lights shall be placed approximately 200 feet on each side of the point where the city street intersects with the lease road. Routes used for moving heavy equipment to and from the location shall be approved by the Public Works Department. The axle loading applied to city streets shall not exceed the maximum axle loading allowed by the State for unpermitted loads.

There shall be no burning of trash on the well site.

The permittee shall keep a copy of the Oklahoma City oil and gas well permit on the drilling rig during drilling of the well. All application/permit fees, as set forth in Chapter 60, General Schedule of Fees, shall be paid.

If drilling within municipal boundaries which have been or may be delineated as a one-hundred-year flood plain, the permittee shall comply fully with the City's drainage ordinance, storm water quality requirements, and OCVUT drilling rules, if applicable.