



The City of OKLAHOMA CITY



RESIDENTIAL CONSTRUCTION SUBMITTAL REQUIREMENTS

Protect your loved ones and find peace of mind knowing your home was constructed correctly!
Call us at 405-297-2525 today.

ESSENTIALS FOR SUBMITTAL

***A licensed contractor is required to submit for permit unless performed by the homeowner.**

- ☐ Property address and legal description.
- ☐ Owner and applicant contact information.
- ☐ Estimated cost and square footage.
- ☐ Licensed contractor with insurance -OR- notarized homeowners insurance exemption form.
- ☐ Scope of work (i.e. new erect, remodel, add-on, etc.)
- ☐ Overall height and number of stories.

SITE PLAN (if applicable for exterior work)

- ☐ Detailed site plan drawn to scale with dimensioned property lines, easements, and right-of-way, and North arrow marked.
- ☐ Proposed location of the home on property with distances to each property line.
- ☐ Location of well and septic tank (if applicable).

FLOOR PLANS

- ☐ Detailed floor plans showing walls, rooms with dimensions, and doors and windows with dimensions.
- ☐ Placement of all cabinetry.
- ☐ Location of all fixtures such as sinks, toilets, showers, and bathtubs.
- ☐ Location of hot water tank.
- ☐ Placement of smoke detectors within each bedroom and combination smoke/carbon

monoxide detectors outside of each bedroom area.

ELEVATIONS AND SPECIFICATIONS

(if applicable for exterior work)

- ☐ Exterior elevation details showing materials, color, style, etc.
- ☐ Portal frame openings around bay windows and garage doors (when required).
- ☐ Braced wall line drawings (when required).
- ☐ Details and section drawing of any rated wall assemblies (if applicable)
- ☐ Footing and foundation plans with details.
- ☐ Oklahoma licensed engineers design for pier and grade or post tension foundations (if applicable).
- ☐ Oklahoma licensed engineers design for structural members with spans exceeding 30 feet.
- ☐ Flood elevation if located within or near areas prone to flooding (if applicable).

FREQUENTLY ASKED QUESTIONS

- All files should be uploaded as PDF.
- Files should be uploaded as one combined file where possible.
- Submit your permit and files at www.okc.gov/access or visit us in person at 420 W. Main Street, 1st floor Oklahoma City, OK 73102.
- Call us at 405-297-2525 for general questions and information.