



SIDEWALK & DRIVEWAY LICENSE

LICENSING

START APPLICATION

Applications are available through the Accela Citizen Access Portal (ACA Portal). Start an application by uploading required documents.

- Photo ID
- Valid ADA Certificate or Card

TAKE WRITTEN TEST

After application is submitted, pay \$50 fee on account for written test. This test is administered the first Monday of each month at 3735 SW 15th St. Building 2 (Inspection Services Building). Each failed test requires an additional \$50 fee. Email prequal@okc.gov to set-up test date. **Bring your Photo ID, license number, and proof of payment to the test.**

FINISH APPLICATION

After completion of written test, pay \$75 application fee and upload remaining documents.

- Bond Assurance Letter
- Occupation Bond
- Certificate of Insurance

City staff reviews documents and issues conditional approval for field test.

COMPLETE FIELD TEST

Your first job is considered the field test and must be complete within six (6) months of the written examination under a ROWS-permit. Submit permits using ACA Portal. Call 405-297-3571 to schedule inspections.

PQ- LICENSE ISSUED

Once both the written and field tests are passed and all fees paid, City staff will review and issue a driveway/sidewalk license.

Reminder: Licenses are valid for one year and require yearly renewal.

RENEWALS

SET A REMINDER

60 days before license expiration, start preparing updated documents for renewal.

UPLOAD UPDATED DOCUMENTS

- Photo ID
- Valid ADA Certificate or Card
- Bond Assurance letter / Occupational Bond
- Certificate of Insurance

PAY RENEWAL FEE

- \$75 - before expiration date
- \$150 - after expiration date (within 90 days of expiration)