



The City of
OKLAHOMA CITY

COMMERCIAL BUILDING PERMIT REQUIREMENTS

Imagine your future and build safely! Call us at 405-297-2525 today.

ESSENTIALS FOR SUBMITTAL

- ☐ Property address.
- ☐ Owner and applicant contact information.
- ☐ Legal description.
- ☐ Scope of work (i.e. new erect, remodel, change of use or occupancy, install, or fire restoration along with short statement describing the work).
- ☐ Estimated cost and square footage.
- ☐ Height and number of stories.
- ☐ Existing and proposed use of building and/or space (i.e. assembly, office, etc.).

REQUIRED PLANS AND DETAILS:

- ☐ Detailed floor plan drawn to scale showing existing and proposed walls, elements, permanent cabinetry, doors/door swings, windows, room labels, and dimensions for each (where applicable, it may require a State licensed Architect).
- ☐ Structural design drawings and section details for scopes affecting structural elements (where applicable, it may require a State licensed Structural Engineer).
- ☐ Emergency means of egress plan, showing occupant loads, room labels, and travel distance out of the building (show all floors for which the egress route traverses).
- ☐ All plans must reference currently adopted building codes.
- ☐ Interior wall elevations and section details for elements being affected (if applicable).

- ☐ Foundation details (if applicable).
- ☐ Exterior elevations (if applicable).
- ☐ Fire protection plans for suppression, alarms, etc. (if applicable).
- ☐ Detailed site plan drawn to scale by a State Licensed Engineer or Surveyor with dimensioned property lines, easements, right-of-way, north arrow, utilities, parking, sidewalks/paving, hydrants/FDC, and location of all structures marked (if applicable).
- ☐ Key plan (for multitenant structures) showing overall site and building with addressing, business name, use, square footage, and any/all fire rated wall separations between each space.

FREQUENTLY ASKED QUESTIONS

- All files should be uploaded as PDF in vector file format.
- 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, Oklahoma City, OK 73102, 1st floor.
- Call us at 405-297-2525 for any questions you have.

*** Additional permits and plans may be required by other departments depending on the scope of work. Call ahead for details and questions.**