



The City of
OKLAHOMA CITY



COMMERCIAL POOL PERMIT REQUIREMENTS

Protect life-safety, build for success! Call us at 405-297-2525 today.

ESSENTIALS FOR SUBMITTAL

- Property address and legal description.
- Owner and applicant contact information.
- Estimated cost, maximum depth, and square footage of pool.
- The type of pool to be installed. (i.e. in-ground, etc.)
- Site or floor plan showing location.
- Flood elevation of equipment, if known to be located within or near areas prone to flooding (if applicable).
- List whether heated or non-heated.

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 (as applicable).
- Structural design drawings and section details (as applicable, it may require a State licensed Structural Engineer).
- 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).
- Accessibility details showing accessible entry, ladders, rails, steps, etc.

- 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 outdoors).
- 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 if located outdoors. Call ahead for details and questions.**

****State Health Department and City/County Health Department may both require separate permits. Contact each separately prior to submitting with OKC.**