



The City of
OKLAHOMA CITY



COMMERCIAL STORM SHELTER SUBMITTAL REQUIREMENTS

Protect those most important, from schools to apartments and everywhere in between!
Call us at 405-297-2525 today.

ESSENTIALS FOR SUBMITTAL

- Property address.
- Owner and applicant contact information.
- Legal description.
- Type of shelter.
- Estimated cost and square footage.
- Manufacturers specifications listing compliance with current adopted building code and with an Oklahoma State Licensed Engineers' seal and signature.

FLOOR PLAN DETAILS:

- Scaled floor plan of the shelter and/or location within any existing or proposed building.
- Provide dimensions and room labels while showing all doors, windows, plumbing fixtures, restrooms, and any permanent cabinetry.
- Show any existing and proposed walls.

SITE PLAN DETAILS:

- Detailed site plan drawn to scale by a State Licensed Engineer or Surveyor with

dimensioned property lines, easements, and right-of-way marked.

- Location of shelter and all other structures.

ADDITIONAL DOCUMENTS:

- Wall section and hardened door details.
- Footing and foundation plans with details.
- Exterior elevation details showing materials, color, style, etc. (if applicable).
- Structural plans and details (if applicable).
- Flood elevation, if located within or near areas prone to flooding (if applicable).
- Peer review report if occupancy is over 300.
- Accessibility and means of egress plans.

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.