

Commercial Building Permit Process



INTRODUCTION

The City of Tulsa is committed to economic development and to being a helpful and enthusiastic partner with the construction industry and the citizens of Tulsa involved in the development of commercial properties. Generally a building permit must be obtained from the Building Official before beginning construction or tenant improvements. The information in this pamphlet is to assist you in preparing for and obtaining your permit. We are here to serve the public and construction industry in a timely, courteous, and professional manner without compromising the statutes and ordinances of the City of Tulsa.

For more information about obtaining a permit, or whether one is required, contact the Building Permit Center at (918) 596-9456 or visit us at 175 E 2nd St., Suite 455.



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PART I.
DESCRIPTION OF MINIMUM STANDARDS
FOR DOCUMENT SUBMITTAL



GENERAL INFORMATION

COMMUNICATION OBJECTIVES FOR DEVELOPMENT SERVICES: As stated in the introduction to this pamphlet, our primary responsibility is to serve the needs of the public, while not compromising the regulations we are charged to administer. One way of accomplishing this objective is to ensure an open line of communications with the public. Some ways we do this are:

- Special pamphlets and brochures
- Consulting services provided to walk-in customers and by phone
- Fax
- Email
- Web page

We will appreciate your suggestions for improving our service to you, our customer.

DRAWING STANDARDS:

- Plans should include all of the items in this information pamphlet that apply to your particular project.
- Plans (originals or reproductions) must be clear and legible. If submitting paper copies, plans must be on substantial paper.
- Blueprints, photocopies, or ink drawings are acceptable.
- Pencil drawings are not acceptable.
- The plan must be drawn to scale. The recommended scale for the plans, other than site plan, is 1/4" = 1' or 1/8" = 1'. For the site plan, the recommended scale is 1" = 20', but any other scale can be used that will adequately show the lot and buildings on it.
- Where the plans involve additions to existing structures, clearly differentiate between proposed demolition (if applicable), existing construction and proposed construction. The plans must be complete and clearly show the extent and type of work.
- Compliance with the current International Building Code and other relevant statutes must be shown on the plans.
- Development Services will maintain copies of the plans in an electronic format.
- We encourage applicants to submit plans electronically through the Citizen Self Service portal; however, if the applicant chooses to submit paper plans, the plans must be separated into two sets.
- The Permit Center will accept plans drawn on any size paper; however, we recommend that the plans be drawn on 18" x 24" or larger paper because many ink stamps and approvals must be placed on the plans upon approval.

SPECIAL INSPECTIONS: Special inspections are required according to chapter 17 of the International Building Code.

RETAIN YOUR PAPER WORK: Copies of your permits, receipts, and approved plans are important documents. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference.

DECLARED AND ACTUAL VALUATION: These two values could be the same or vary significantly, depending on how the declared valuation was determined. The declared valuation is the applicant's estimate of the construction cost and is used only to determine the application fee. The declared valuation should be for the structure only. Do not include the cost of the land, cosmetic items, electrical, mechanical, and/or plumbing.

The actual construction valuation is determined by the building plans examiner and is the value on which the permit fee is based. There are several nationally recognized publications that provide information by which construction costs can be estimated. All of these publications have factors that adjust for regional variations in cost. These data are used to provide consistent valuation for projects.

The City of Tulsa currently uses the International Building Code Type of Construction Factor valuation index. A copy of the current valuation data is available for review in the Building Plans Review office.

APPLICATION FEE: An application fee is charged for each building permit. The building permit application fee is based on the declared valuation of the construction and is paid at the time of application submittal. Application fees will be deducted from the final building permit fee. Application fees are non-refundable.

PRIORITY REVIEW: Applicants may request a priority review when they apply for a building permit. The purpose of this service is to expedite the processing of applications for small interior remodel projects with no change of use. However, any project that has NO impact upon Fire Department access, Zoning concerns, Traffic/Engineering reviews, or Health Department regulations could be a candidate for priority review as determined by staff. If a project's scope is not suitable for a priority review, the application will be transferred to the regular commercial review process. Priority reviews are conducted between 9:00 to 11:45 a.m. and 1:00 to 3:45 p.m. Total process time through permitting for a priority review application averages 3 to 4 working days. Applicant's presence during the architectural review is encouraged in priority review to expedite compliance responses.

TIME LIMITATION OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

PAYMENT FOR PERMITS: Payments for permits shall be due upon notification to an applicant that the permit has been approved and is ready for issuance. Any permit not paid for within thirty (30) days after notification may be deemed void and any application fee shall then be forfeited.

EXPIRATION: Every permit issued shall become invalid unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The work is considered to be suspended or abandoned if inspections are not called within the specified time limit. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

ADDENDUMS, RESUBMITTED OR REVISED PLANS: All plans submitted as addendums or plans required to be resubmitted or revised pursuant to any code regulated shall be assessed an additional fee as set forth in Title 49, Chapter 1. This fee shall be non-refundable. A project CANNOT be classified as an addendum if it changes the footprint of, or adds additional value to, the original project.

REQUIRED FORMS AND DRAWINGS FOR PAPER SUBMITTAL:

In addition to the permit application, the following items must be supplied when the plans are submitted. Additional items may be required in certain circumstances before the permit is issued. Be sure to see the information in Part II of this pamphlet covering those projects for specific requirements. If submitting electronically, the application will be completed online and the documents uploaded through the Citizen Self Service portal.

APPLICATION FOR BUILDING AND ZONING CLEARANCE PERMIT

The owner, contractor, architect or other authorized agent can fill out an application for a building permit. The form must be filled out completely; if something is not applicable, mark N/A.

BUILDING PERMIT CERTIFICATION & AFFIDAVIT AS TO EASEMENTS, DEDICATIONS AND RIGHTS-OF-WAY (Page 2 of the application)

This document is required for all building permit applications. It states that the person filing the application is the owner or lessee of the building, or agent of either, or the licensed engineer or architect employed in connection with the proposed work. If the application is sent through the mail, or delivered by a person other than the owner or authorized agent, it must be accompanied by an affidavit by the owner. The Affidavit is stating that the Applicant has completed due diligence in researching the easements, dedications, and rights-of-way and are not authorized to build or encroach upon such. Permit Center staff can notarize this section if the applicant signs it at the time of submittal; otherwise, it will need to be notarized prior to submittal.

INFORMATION FOR BUILDING, REMODELING, ENLARGEMENT, ALARM AND FIRE PROTECTION PERMIT APPLICATIONS (Page 3 of the application)

This document is required for remodeling, tenant finish, enlargement, and fire protection systems. Its purpose is to determine the fire rating of the existing building. This allows the plans examiner to evaluate the effect that the proposed construction will have on the existing building.

CERTIFICATE OF USE AND OCCUPANCY

A Certificate of Use and Occupancy is required prior to occupancy for buildings or structures erected, enlarged, remodeled, or altered to change from one use to another (e.g. from an office to a shoe store). The form is designed to obtain enough information to determine the use group, type of construction, and any special stipulations that should be imposed.

ARCHITECT'S AND ENGINEER'S SEAL

A professional seal shall be required per applicable State licensing laws. For example, plans may need an architect's seal if the building being repaired, erected, expanded, or altered is greater than two (2) stories in height (excluding a basement), over \$100,000.00 valuation for proposed construction, or exceed certain area size or occupant loads. An engineer's seal shall be placed on any plans for proposed construction designed by an engineer.

SITE PLAN

This plan shows a general layout of the lot. It must show:

1. Legal description of the property as recorded on the deed.
2. All boundaries and dimensions of property and names of bordering streets.
3. Location and dimensions of all existing and proposed buildings, structures, and driveways.
4. Distances from the two closest property lines to the proposed building or structure, and the distance from the proposed work to the centerline of the street(s).
5. Easements, setbacks, and public rights-of-way.
6. All architectural projections; i.e., stairs, porches, balconies, fireplaces, etc.
7. Location of all utility service lines and meters.
8. North arrow and drawing scale.
9. Existing and proposed topography, which may consist of one of the following:
 - a. Existing and proposed contour lines @ 2' intervals.
 - b. Existing and proposed spot elevations.
10. The finish floor elevation of the lowest floor of the proposed building.
11. Fire hydrants, manholes, retaining walls, etc.

NOTE: For property served with a septic system, see Exhibit #1.

FOUNDATION PLAN

Provide plan dimensions and details of foundations including continuous footings, grade beams, and pier footings. Show footing dimensions, thickness of concrete slabs, reinforcing steel, access holes when applicable, and the North arrow and scale.

WALL CROSS-SECTION

Sections must show with scale the following:

1. Footing, stemwall, and slab detail.
2. Interior and exterior wall finishes.
3. Size, spacing, and type of materials used.
4. R-value, type, and location of insulation.
5. Connection details.
6. Roof framing details.

DETAIL SHEETS (WHEN APPLICABLE)

Show details of all fireplaces, stairs, girders, beams, headers, etc. with size and type of materials to be used.

ENGINEERING CALCULATIONS

Construction involving structural design may require submittal of building code edition, design loads, and engineering calculations and the seal of the design structural engineer registered with the State of Oklahoma.

FLOOR PLAN

Floor plans must show the following:

1. Exterior and interior dimensions.
2. Descriptive use of all rooms and spaces.
3. Size and type of all windows and doors.
4. Plumbing fixtures, gas appliances, water heater, and electrical equipment.
5. Heating and air-conditioning system components.
6. Locations and types of smoke detectors, when applicable.
7. North arrow.
8. Drawing scale.
9. Exit lights, emergency lighting, and location of safety glazing.
10. Existing and proposed floor plans for review of enlargement projects.

ROOF PLAN AND DETAILS

This plan must show the following:

1. Roof pitch.
2. Size of hips, valleys, rafters, and ridges.
3. Direction and span of rafters.
4. Roof area (skylights, panels, awnings etc.).
5. Complete roofing specifications.
6. Lumber sizes, spacings, species and grades, if applicable.
7. North arrow and scale.

NOTE: If trusses, beams, girders, or columns not listed in the prescriptive code tables are used, the plans shall be sealed by an engineer licensed in the State of Oklahoma.

ELEVATIONS

This is a drawing of the exterior walls showing with scale the following:

1. Doors, windows, and other openings.
2. Exterior finishes.
3. Height of structure and projections above the ground.
4. Indicate North, South, East or West elevation.

Civil Plans

The requirement of Civil Plans shall be applicable to any development, redevelopment, building, excavating, grading, regrading, paving, land filling, berming or diking of any property within the City. Civil Plans will be reviewed for floodplains (both FEMA and Tulsa Regulatory) stormwater drainage, sidewalks and driveways, easements, water and sanitary sewer and erosion control. ADA requirements in public rights of way away from the buildings will also be reviewed. The site civil drawings shall consist of plans, profiles, special details, standard drawings and specifications sufficiently detailed for construction. All construction documents shall be subject to requirements of City Ordinance Titles 11 & 35, Stormwater Management Criteria Manual, Infrastructure Development Manual, and Subdivision and Development Regulations.

Construction details must be sufficiently detailed for construction. Applicable COT Standard Specifications, Details, and Drawings must be followed. The standards are in two volumes containing commonly used and City approved infrastructure details and specifications. They can be referenced in the construction documents by their listed standard number and title or copied and included in the documents themselves. These Standards and specification can be found on line at: <https://www.cityoftulsa.org/government/departments/engineering-services/>

Drainage and Floodplains

Grading and Drainage Plans shall be detailed enough to demonstrate drainage will not negatively impact subject property, neighboring properties or watersheds, including the creation of erosion and sedimentation problems. Grading and Drainage Plan shall include, but not limited to the following detailed information:

1. Existing and Proposed Contours-Clearly labeled, contours shall be provided for all disturbed areas. Contours for undisturbed areas shall be shown when drainage in those areas impacts the disturbed area. Identify and locate all swales, drainage ditches, concrete flume and storm drains.
 - a. Finished Floor Elevations- Note finished floor elevation(s) for proposed buildings/structures.
 - b. Spot Elevations- Show critical spot elevations, as necessary to demonstrate positive drainage and direction of flow, i.e. Show and label low curb and high curb elevations. If applicable show storm drain grate elevations, concrete flume and drainage ditch elevations indicating the percent of slope. Also please provide location of ADA required ramps indicating the percent slope will meet or exceed ADA requirements. Provide a permanent control point (benchmark) established on property and shown on the plan with the elevation noted.
 - c. Floodplains - Please note if either the FEMA or Tulsa Regulatory floodplain is located on the property. Surveyed limits of the floodplain shall be shown on plan noting the elevations (per NGVD 1988) as indicated by the COT flood zone determination and/or as show on the profile of the Master Drainage Plan.
 - d. Drainage Arrows- Provide drainage arrows that clearly identify how stormwater will be routed around buildings, prevent ponding in parking lots and where stormwater will convey to a detention area or will exit the property and convey to a private or public storm drainage system. If applicable, please provide guttering downspout drainage detail.
 - e. Drainage Summary Chart- will be required if a drainage system is to be constructed and will be submitted with Civil plans signed and sealed by an engineer licensed in the State of Oklahoma.
2. A Stormwater Detention Report- If required, will be submitted with Civil plans signed and sealed by an engineer licensed in the State of Oklahoma.

Erosion Control

1. Plan - All developments shall be designed, constructed and completed in a manner which minimizes the exposure of bare earth to precipitation and runoff. Development shall be constructed only if appropriate sedimentation facilities are installed and maintained throughout the construction period. The erosion control plan must be included with the construction plans.
2. Storm Water Pollution Prevention Plan (SWP3) – A SWP3 report is required for any development disturbing over 1 acre (43,560 sq.ft.). It is subject to the requirements of the General Permit OKR10 (latest version) issued to the City of Tulsa by ODEQ. A review checklist has been prepared to assist in the preparation of the SWP3. The Stormwater Pollution Plans Template may be viewed and down loaded at:
<https://www.cityoftulsa.org/government/departments/development-services/permitting/infrastructure-development/>
Under “Guidance Letters and Templates”

Water and Sanitary Sewer Mains

The location and size should be shown on your plans. Easements for these lines need to be shown. If easements are not available, then we will ask that they be provided prior to construction. Service line locations should be indicated. They normally are not allowed to be in any easements other than to cross them perpendicularly.

Handicap Access

ADA requirements must be met on all sidewalks and in the parking lots to the sidewalks from all designated parking slots.

Driveways, Sidewalks and Parking Lots

1. Driveways - There are standards for each of these in the City Standards. Driveway openings are from 24 feet to 36 feet in width. If on an arterial street, they must be located within limits of access as shown on the plat.
2. Sidewalks – Sidewalks are normally required along all streets. Standard width is 5 feet.
3. Parking lots – These must be paved and curbed. Drainage will be closely watched to prevent ponding, runoff into streets and adjoining properties.



PART II.
MINIMUM STANDARDS FOR DOCUMENT
SUBMITTAL



II. MINIMUM STANDARDS FOR DOCUMENT SUBMITTAL

The following information is a summary of the minimum requirements for a commercial building permit application. If the information for your specific type of construction is not listed, or if you need further information, please call (918) 596-9456.

APPLICATION FEE

- The application fee is **due at the time of application**.
- The application fee is based on the declared valuation.
- The application fee is a portion of the building permit fee and will be deducted from the total Building Permit fee which will be due at the time of permit issuance.
- The application fee is set forth in Title 49, Chapter 3, Section 301.
- The application fee is non-refundable.

HEALTH DEPARTMENT APPROVAL

Food Related Projects - you are required to get approval from the City/County Health Department, Consumer Protection.

Septic system - you are required to get approval from the City/County Health Department, Environmental Protection.

NEW CONSTRUCTION

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for one of the following, based on the work being done:

- Building (Commercial): Building: Foundation Only (Commercial)
- Building (Commercial): Building: New (Commercial)
- Building (Commercial): Building: New Multi Family (Commercial)
- Building (Commercial): Building: Shell Building (Commercial)

If submitting by paper, submit:

- Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan or key plan with a complete legal description as recorded on the deed, shown on each plan.
2. Perc Test, if on septic system.
3. Foundation and structural plans.
4. Wall cross-section.
5. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
6. Proposed floor plans.
7. Roof plan and details.
8. Building elevation views.
9. Design professional's statement regarding special inspections.
10. Topo survey and stormwater drainage plan.

ENLARGEMENT OF AN EXISTING BUILDING OR ACCESSORY BUILDING

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for one of the following, based on the work being done:

- Building (Commercial): Building: Addition (Commercial)
- Building (Commercial): Building: Accessory Structure (Commercial)

If submitting by paper, submit:

- Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan or key plan with a complete legal description as recorded on the deed, shown on each plan.
2. Perc Test, if on septic system.
3. Foundation and structural plans.
4. Wall cross-section.
5. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
6. Proposed floor plans. (Note: Show existing floor plan for enlargement of an existing building).
7. Roof plan and details.
8. Building elevation views.
9. Design professional's statement regarding special inspections.
10. Topo survey and stormwater drainage plan.

ZONING CLEARANCE ONLY PERMITS

The purpose of this permit is to ensure that the subject property complies with the underlying zoning land use. This permit is for land use planning only; it is **not** a permit approval for occupancy, construction or expansion.

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Zoning: Zoning: Commercial

If submitting by paper, submit:

- Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the deed, shown on each plan.
2. Floor plan.

Note: Other plans may be required by the zoning official before final determination.

ALTERATIONS (INTERIOR REMODEL/TENANT FINISH)

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Building (Commercial): Building: Alteration (Commercial)

If submitting by paper, submit:

- Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan with a complete legal description as recorded on the deed, shown on each plan.
2. Floor plan showing existing and proposed construction.
3. Detail sheets for stairs, girders, beams and/or headers if applicable.
4. Structural plans and details as needed.
5. Design professional's statement regarding special inspections.

REPAIR ONLY (FIRE, DETERIORATION, ETC.)

A repair application must be submitted in person.

CITY FORMS SUBMITTAL REQUIREMENTS:

- Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.
- The City of Tulsa Worksheet for Repairs

Note: This permit is designed for the restoration of a building that has been damaged. It can only be applied to buildings that are being restored to their original condition. **If there are structural damage repairs, two sets of structural plans with engineering data may be required.**

Drawings may be required per staff determination.

FUEL STORAGE TANKS

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Building (Commercial): Building: Accessory Structure (Commercial)

If submitting by paper, submit:

- Commercial Building, Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Site plan with a complete legal description as shown on the property deed, showing grading, drainage, location of, and spacing between tanks, product lines, and pump islands.
2. Installation details, including anchoring, venting, monitoring devices, and cathodic protection.

Note: Design criteria - NFPA 30, International Building Code, and International Fire Prevention Code. A permit is required from the Fire Marshal's office for the removal of any fuel storage tank. The Tulsa City/County Health Department requires a permit for installation prior to issuance of the building permit.

3. Topo survey and stormwater drainage plan.

FIRE ALARM/DETECTION/SUPPRESSION

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for one of the following, based on the work being done:

- Fire: Fire Alarm
- Fire: Fire Alarm (5 devices or less)
- Fire: Fire Suppression
- Fire: Fire Suppression (5 heads or less)
- Fire: Fire Suppression Hood

If submitting by paper, submit:

- Fire Alarm/Detection/Suppression Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into three separate sets when submitting paper plans.

1. Working plans and calculations. Each room and space must be identified as to the type of use.

Note: Design criteria - NFPA 13, 13D, or 13R for sprinkler systems, and NFPA 72 for alarm systems. These permits are issued to licensed contractors only.

TENT

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Fire: Fire: Tent

If submitting by paper, submit:

- Tent Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into three separate sets when submitting paper plans.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Fire rating certification required on-site.

TEMPORARY, NON-RESIDENTIAL USE OF MOBILE HOMES

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Manufactured/Mobile Temp Use: Manufactured/Mobile Temp Use: Commercial

If submitting by paper, submit:

- Temporary, Non-Residential Use of a Mobile Home Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan with a complete legal description as shown on the property deed.

PARKING LOTS

CITY FORMS SUBMITTAL REQUIREMENTS:

If submitting online, apply for:

- Building (Commercial): Building: Parking Lot (Commercial)

If submitting by paper, submit:

- Commercial Building Zoning Clearance, & Certificate of Occupancy Permit application form

PLANS SUBMITTAL REQUIREMENTS:

Note: Upload a copy of each document listed when submitting electronically or combine plans into two separate sets when submitting paper plans.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Pavement cross section plan.
3. Topo survey and stormwater drainage plan.

CERTIFICATE OF USE AND OCCUPANCY

A Certificate of Occupancy Only application must be submitted in person.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Certificate of Use and Occupancy And Zoning Clearance Permit Application.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets.

1. Proposed site plan with a complete legal description as recorded on the deed.
2. Detailed floor plan, scaled and dimensioned, with furnishings drawn in place.

Note: For new construction, remodel, or enlargement of an existing building, the City of Tulsa building permit or application number is required.

PRE-ENGINEERED METAL BUILDINGS

A Pre-Engineered Metal Building application must be submitted in person.

CITY FORMS SUBMITTAL REQUIREMENTS:

1. A Commercial Building Zoning Clearance, & Certificate of Occupancy Permit Application.

PLANS SUBMITTAL REQUIREMENTS:

Note: Plans should be submitted in two separate sets.

1. Proposed site plan with a complete legal description as shown on the property deed.
2. Foundation and structural plans.
3. Wall cross-section.
4. Detail sheets for stairs, girders, beams, and/or headers, if applicable.
5. Proposed floor plans. (For enlargement of an existing building, the existing floor plans must also be furnished.)
6. Roof plan and details.
7. Building elevation views.

Note: The plans must include building width, length, eave height, cross section with clearance dimensions, purlin and girt sizes, gauge and spacing, foundation details, and the manufacturer's letter of load certification with erection drawings. Structural design details and engineering calculations shall bear the seal of a Professional Engineer registered with the State of Oklahoma. A complete legal description as recorded on the property deed must be recorded on the permit application and on each site plan.

8. Topo survey and stormwater drainage plan.



PART III.
EXHIBITS



**REQUIREMENTS FOR PRIVATE SEWAGE DISPOSAL SYSTEM WHEN THE
PROPERTY IS NOT SERVED WITH SANITARY SEWER**

Permits for septic tank installations are issued through the Tulsa City/County Health Department, Environmental Protection (HDEP). A soil percolation test must be performed and be on file at DEQ. This test can be performed by DEQ, a Professional Engineer, or a Registered Professional Land Surveyor. DEQ will furnish you a design layout of your sewage system. A new residence, structure or addition must be staked out prior to the DEQ final field inspection. The following information needs to be included on the site plan and submitted to the Tulsa City/County Health Department for approval.

1. Plumbing stub out, leading from the house to the septic tank.
2. Directional slope of the lot.
3. Structural landscaping, i.e., large trees, retaining walls, etc.
4. Any structures such as swimming pools, tennis courts, gazebos, driveways, and patios.
5. Number of proposed and/or existing bedrooms in the residence.
6. Automatic lawn irrigation systems.
7. Indicate if any part of the lot is in a flood sensitive area.
8. Street address and legal description of the construction site.
9. The builder's name, mailing address, and telephone number.

These two items must be obtained from DEQ and submitted along with your application to the Tulsa City/County Health Department, Environmental Protection Division for approval.

- 1. A copy of result of the percolation test.**
- 2. A copy of the final inspection on current systems.**

These may be obtained at DEQ's office at 3105 E Skelly Dr, Suite 215 between the hours of 8:00 am and 4:30 pm (the inspectors are in the offices only from 8:00 am and 9:00 am). Any questions to DEQ can be directed to 293-1600 during the hours above.

REQUIREMENTS FOR FOOD SERVICE FACILITIES

The Tulsa City/County Health Department, Consumer Protection Division reviews all new and extensively remodeled food-related facilities. The following information must be provided to the Health Department for approval. The Health Department is located at 5051 S 129 E Ave. If you have questions, you can reach them at 918-582-9355.

1. A proposed menu.
2. Two complete sets of floor plans with the following information:
 - a. The spatial relationship between dining, kitchen, storage, waitress, and rest room areas.
 - b. An equipment layout with individual items drawn in place and identified.
 - c. A plumbing layout showing the location of all floor drains and the equipment they serve. Also, include all sink systems, hand lavatories, hot water tanks, janitorial facilities and location of the grease interceptor(s).
 - d. A finish schedule with both materials and colors listed for floors, floor-to-wall junctures, walls and ceilings in all areas.
 - e. The manufacturer's detail of the grease interceptor and the calculations for sizing the unit.

Helpful Numbers

DEVELOPMENT SERVICES SECTION

PERMIT & LICENSE CENTER

PERMIT & LICENSE CENTER MANAGER.....	596-9603
PERMITS FOR SUB-CONTRACTORS	596-9656
PLAN REVIEW APPLICATIONS	596-9456
TRADE LICENSES	596-9456
BOND & INSURANCE.....	596-9456
ACCOUNTING.....	596-9449
FAX.....	699-3500

BUILDING PLANS REVIEW	596-9456
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DEVELOPMENT PLANS REVIEW.....	596-7344
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WATER SERVICES.....	596-9865
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SEWER SERVICES.....	596-9455
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INSPECTION SERVICES SECTION

INSPECTIONS SERVICES MANAGER	596-1612
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CHIEF BUILDING/ELECTRICAL INSPECTOR	519-8746
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CHIEF MECHANICAL/PLUMBING INSPECTOR	261-9129
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ENGINEERING SERVICES

STORMWATER	596-9490
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WATER.....	596-9566
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SEWER.....	596-9564
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TRAFFIC ENGINEERING	596-9744
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CUSTOMER CARE CENTER.....	596-2100
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CITY/COUNTY HEALTH DEPARTMENT.....	744-1000
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INCOG/TMAPC.....	584-7526
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Note: **ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE PROTECTION PERMITS CAN BE OBTAINED BY LICENSED CONTRACTORS ONLY.**

