Applying for a Permit

When applying for a permit, each type of permit will vary in the information requested by the system. Below is a Residential Pool Permit example and the general method that should be used for applying for any City Permit.

Once you have registered for an account, you will need to log in by clicking the Login link as seen below:

Once you are logged in, you should choose the area of application you want to submit, in this example: Permits, then click the Apply for a Permit option from the blue ribbon. You will not see the Apply for a Permit Option until you are logged in:

Begin the application process.

Initially, you should read and agree to the terms, click the checkbox to agree, and click Continue Application:

Welcome to the City of Oklahoma City's Citizen Portal

| Home | Permits | Work Zone Permits | Licenses | Garage Sale | Planning | Fire | Engineering | Parks |

Search Permits   **Apply for a Permit**   Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your fina convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

giving business, legal or other advice, or warrant as fail proof, the security of information provided via this website.

The City is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. This Web site and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The City is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, this Web site and/or the materials contained on this Web site whether the materials are provided by the City or a third party.

☑ I have read and accepted the above terms.

Continue Application »

Next you should choose the type of permit you would like to apply for and click Continue Application:

| Home | Permits | Work Zone Permits | Licenses | Garage Sale | Planning | Fire | Engineering | Parks |

Search Permits   Apply for a Permit   Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[   ] ▽ **Search**

▶ Permits Building
   ○ Building - Residential
   ○ Fence Permit
   ● Pool - Residential

▶ MEP Permits
   ○ Electrical - Residential
   ○ Mechanical - Residential
   ○ Plumbing - Residential

▶ Permits Sign
   ○ Sign Permit

Continue Application »

The next few screens will vary depending on the type of permit selected. Proceed through each page/form, filling in the information requested by each, and selecting Continue Application at the completion of each one:

- On the location form, you can enter your street number, direction, street name and type, and select search.
- On the Applicant form, you can choose to Select from Account, which will use your account information from your registration information.
- On the Project Information form, enter the as much relevant information as you can related to the project itself.

When you get to the Attachments/Documents form, you will need to click the Add button to browse to your plan set, application, specifications or any other required documents listed in the Submittal Requirements link on this page:

A new screen will pop up, click the Add button:

Browse to the file you want to upload/add:

Click Open once you have selected the file in the file explorer, and the file will begin to upload.
Once the file has completed loading, you can add additional files here. Once all files you need to upload are completed loading, click Continue.

Once you are back on the Attachment screen, you can select the file Type and Description for each file:

* Type:

| --Select-- | ▼ |

| --Select-- |
| Application |
| Plans |
| Specifications |

* Description:

the Description

spell check

Once you have completed these steps click Save:

For Electronic Plan Review please review all Submittal Requirements before submitting your documents.

* indicates a required field.

Attachment

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

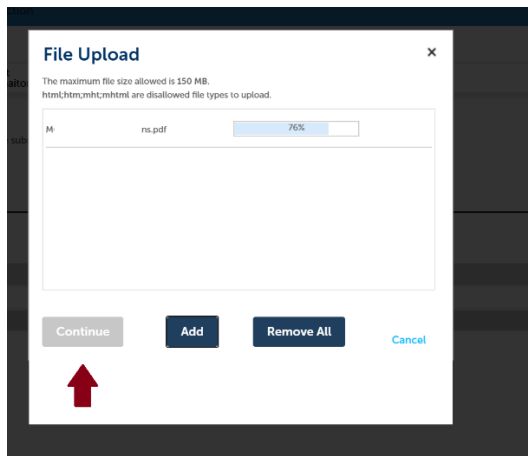| Name	Type	Size	Latest Update	Action
No records found.				

* Type:

| Plans | ▼ |

Remove

File:
M   1s.pdf

100%

* Description:

the Description

spell check

[Save] [Add] [Remove All]

A confirmation will appear that your attachment was uploaded successfully. Click Continue Application:

| Home | Permits | Work Zone Permits | Licenses | Garage Sale | Planning | Fire | Engineering | Parks |

| Search Permits | Apply for a Permit | Schedule an Inspection |

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Pool - Residential

| 1 | 2 | 3 | | 4 | 5 | 6 | 7 |

Step 5 : Attachments > Attachments

For Electronic Plan Review please review all Submittal Requirements before submitting your documents.

* indicates a req

Attachment

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
M⟩ 1s.pdf	Plans	47.81 MB	06/29/2020	Actions ▼

[Add]

[Continue Application »]

If you have missed any required documents or attachments for your chosen permit type, the system will give you an error, reminding you to submit all required information:

Once you have attached all the required documents, click Continue Application, and continue on through the required pages/forms until your Permit is successfully submitted or the permit is issued (timing of Payment of Fees and Issuance of any Permit is dependent on type record submitted).