COMMERCIAL PLAN REVIEW PROCESS

Applicant accesses website @ https://access.okc.gov/aca/and creates account if needed

Submittal checklists can be found online https://www.okc.gov/departments/development-services/development-center/application-checklists

Applicant logs-in account and submits application and plans, and pays submittal fee online @ https://access.okc.gov/aca/Login.aspx

Applicant is given a permit number to use during the review process

Submitted application is reviewed by the Development Center for acceptance within one business day of submittal.

Plans are routed to appropriate reviewing departments. Applicant is notified by email the application has been accepted, and identifies the required departmental reviews.

Possible department reviews these reviews are concurrent

Development Center Plans are reviewed for compliance with building, zoning, driveways, landscaping requirements and all permit and impact fees.

Public Works Engineering for detention, storm sewer, and flood review

Fire Marshal

Utilities Department/ Water Engineering

Planning Department design district

Public Works Stormwater Quality

Airports Department

Health Department

Application Accepted?

YES

NO

Applicant is notified by email what corrections are needed

Applicant logs into their account in Accela Citizen Access and uploads corrected application or plans @ https://access.okc.gov/aca/Login.aspx

Applicant is notified by email the permit is ready to be issued

Applicant pays remainder of building permit and impact fees Permit is issued

Applicant may download approved plans through their account in Accela Citizens Access @ https://access.okc.gov/aca/Login.aspx

End of Process

Plans approved

YES

NO

Applicant is notified by email what corrections and/or additional information is needed by each reviewing department individually

Applicant logs into their account in Accela Citizen Access and uploads corrected plans @ https://access.okc.gov/aca/Login.aspx

* Initial review time goals by department:

Development Center - 10-15 business days
revisions - 5-business days

Public Works - 10 business Days
    Detention – 4-weeks min/
        each revision 4-weeks min
    storm sewer - 4-weeks min/
        each revision 4-weeks min
    flood study - 4-weeks min/
        each revision 4-weeks min

Fire Marshal – 3-5 business days
    revisions - 3-5 business days

Utilities – 10 business days
    revisions – 5 business days

Planning – 5 business days with a valid Certificate
    of Approval Without a CA, 2-3 weeks
    minimum for an administrative approval of
    the CA; 6 weeks minimum if Commission/
    Committee review is required.

Revisions - 5 business days if the revision does not
    require a change   to the CA. If it is a
    change to the CA, 2-3 weeks minimum
    if CA needs to be revised and 6 weeks
    minimum if it has to go back to committee.

Health – 3-5 business days

Storm Water Quality - 1 day
    revisions – 1-day