When submitting for any work on a Fire alarm, or Fire suppression (other hoods, booth, or area) system, the proper permit request and (if new to our permit system) a contractor information form needs to be submitted. This form should be emailed to: [fireprotection@okc.gov](mailto:fireprotection@okc.gov).

An Operational permit is also required for any Electronic Door Hardware that is installed (Magnetic locks, electric strike etc…). This permit should be requested and granted prior to occupancy. The egress hardware system must be installed to comply with the International Fire and Building Codes adopted by the State and City.

Permit requests are filed online by logging into the ACA Citizens access portal; <https://access.okc.gov/aca>.

With these requests, you will upload information about your proposed permit. More information can be found about this process on the Fire Department website at: https://www.okc.gov/departments/fire/permits-inspections-code-enforcement

The permit fee will be calculated and must be paid after the permit is approved.

\*In case of minor work (the addition of 8 devices or less) to an existing alarm or suppression system be sure to explain this on the permit request. Due to the minor nature of the work being done a permit can be requested and issued without any additional plans or specifications/calculations.

The City of Oklahoma City has adopted the 2015 International Fire and International Building Codes and currently are using the 2019 NFPA 13, 13R, 13D, and 72 reference standards for system design.

All regular mail correspondence should be sent to:

Oklahoma City Fire Marshal’s Office

2300 General Pershing Blvd

Oklahoma City, Oklahoma. 73107

Attn: New Construction

Additional information can be found at https://www.okc.gov/departments/fire/permits-inspections-code-enforcement. If you have any questions, please send them to [fireprotection@okc.gov](mailto:fireprotection@okc.gov) and we will contact you. You may contact Mike Willson at mike.willson@okc.gov or Richard Jackson at richard.jackson@okc.gov or by calling 405-297-3584 if needed.