



**The City of**  
**OKLAHOMA CITY**  
DEPARTMENT OF PUBLIC WORKS  
STORM WATER QUALITY DIVISION

**Land Disturbing Activity Permit  
Submittal Requirements**

**When submitting, you will need the following information:**

1. Owner/Operator Information
2. Project Location and Point of Contact Information
3. Project Scope of Work
4. Project Storm Water Quality Controls/Best Management Practices

**Plan Requirements (Forms are posted on the [Storm Water Quality | City of OKC](#) website.)**

**Priority I Projects:**

For projects that:

- Disturb one (1) acre or more OR
- Construction sites that are less than one acre that are part of a larger plan of development which will disturb land equal to or greater than one (1) acre

Submit:

1. [DEQ Notice of Intent \(NOI\) Form 606-002A](#) (Sept. 2022 version)  
NOTE: Form can be submitted online to the Oklahoma Department of Environmental Quality (DEQ) using the [Stormwater Permitting Online Reporting Page](#). A copy of the completed electronic form can be submitted to Oklahoma City Storm Water Quality.
2. [DEQ Stormwater Pollution Prevention Plan \(SWP3\) Template](#) (Nov. 2022 version), or equivalent.

**Priority II and Priority III Projects:**

For projects that:

- Disturb less than one (1) acre OR
- Consist of a demolition (Commercial or Residential) less than one (1) acre

Submit:

1. [OKC Under 1 Acre NOI](#)
2. [OKC Construction SWPPP Less Than One \(1\) Acre](#) or equivalent

Note: Submit a site map that identifies the project boundaries and the erosion and sediment controls (Best Management Practices) with the SWPPP.



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Required documentation can be submitted in one of the following ways:

- [Accela Citizen Access \(okc.gov\)](https://okc.gov) (Recommended) OR
- Emailing [stormwater@okc.gov](mailto:stormwater@okc.gov) OR
- Mailing to: Storm Water Quality Management, 420 W. Main St., Ste 360,  
Oklahoma City, OK 73102

Upon staff review of the project location and boundaries, additional documentation may be required:

- **404 Permit:** Oklahoma City does not issue Clean Water Act (CWA) Section 404 permits. Section 404 permits for the State are the responsibility of the U.S. Army Corps of Engineers Tulsa District Regulatory Office (Corps). The applications are available on the US Army Corps of Engineers [Obtain a Department of the Army Permit Application](#) website.
  - **Standard Permit:** An individual, or **standard permit**, is issued when projects have more than minimal individual or cumulative impacts, are evaluated using additional environmental criteria, and involve a more comprehensive public interest review. Apply for a standard permit using [Department of the Army Permit Application \(ENG Form 4345\)](#).
  - **Pre-construction Notification Application:** Certain nation-wide permits (NWP) require project proponents to notify Corps district engineers of their proposed activities prior to conducting regulated activities, so that the district engineers can make case-specific determinations of NWP eligibility. The notification takes the form of a pre-construction notification (PCN). The purpose of a PCN is to give the district engineer an opportunity to review a proposed NWP activity (generally 45 days after receipt of a complete PCN) to ensure that the proposed activity qualifies for NWP authorization. A general **permit** is issued for structures, work or discharges that will result in only minimal adverse effects. Apply for a PCN using the [Nation Wide Permit Pre-Construction Notification Application \(ENG Form 6082\)](#).

NOTE: Use the Explorer browser to open the ENG Form 4345 and/or ENG Form 6082.

Questions regarding Section 404 permits should be directed to: [U.S. Army Corps of Engineers – Tulsa District Regulatory Office](#) via email at [ceswt-ro@usace.army.mil](mailto:ceswt-ro@usace.army.mil) or by phone at (918) 669-7400.



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- **OKC Floodplain Permit:** Requirements for development within a Floodplain are outlined on the [Flood Zone and Insurance Maps | City of OKC](#) website. The [Floodplain Activity Permit Application](#) is available on the [Contractor Resources | City of OKC](#) website.

## State Permitting

Any construction activity that will disturb one (1) or more acres and has the potential to discharge pollutants from storm water runoff into waters of the State of Oklahoma must also have state permit coverage. These regulated construction activities also include those activities that result in land disturbance less than one (1) acre if they are part of a larger common plan of development or sale that totals at least one (1) acre. Land Disturbance of one (1) acre or more must permit with the Oklahoma Department of Environmental Quality (ODEQ) and the City of Oklahoma City, Storm Water Quality Management Division. Information regarding the ODEQ permitting process is available on the ODEQ [Stormwater Permitting - Oklahoma Department of Environmental Quality](#) website.

## Submittal Fees

Identify the permit number when submitting payment. Permit fees can be paid in one of the following ways:

1. Online: [Accela Citizen Access \(okc.gov\)](#) (Recommended)
2. Development Services payment in person or by phone:  
Address: 420 W. Main Street Business Services Center, 420 W. Main St.,  
Oklahoma City, OK 73102  
Phone: 405-297-2459
3. Mail: Storm Water Quality Management, 420 W. Main St., Ste 360,  
Oklahoma City, OK 73102

NOTE: Checks must be made payable to CITY TREASURER