



The City of OKLAHOMA CITY



RESIDENTIAL MOVE-ON SUBMITTAL REQUIREMENTS

Protect your loved ones and find peace of mind knowing your home was installed correctly!
Call us at 405-297-2525 today.

ESSENTIALS FOR SUBMITTAL

- Property address and legal description.
- Mobile home park lot number (if applicable).
- Owner and applicant contact information.
- Estimated cost and square footage.
- Overall height and dimensions.
- List if mobile home is on total electric or gas.

MOBILE HOME PARKS ONLY

- Mobile home park map showing lot location.

SITE PLAN

- Detailed site plan drawn to scale with dimensioned property lines, easements, and right-of-way, and North arrow marked.
- Proposed location of the home on property with distances to each property line.
- Location of well and septic tank (if applicable).

ELEVATIONS AND SPECIFICATIONS

- Exterior elevation details showing materials, color, style, etc.
- Oklahoma licensed engineers designed foundations and tie-downs system.
- Flood elevation if located within or near areas prone to flooding (if applicable).
- Copy of "perc test" from Oklahoma Department of Environmental Quality if using septic system.

RENOVATIONS TO MOBILE HOMES

Provide the following if altering structural members of a mobile home.

- Oklahoma licensed engineer's certification of adherence to the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401) and of all structural modifications.
- Oklahoma licensed engineer's connection detail for add-ons (if applicable).

FREQUENTLY ASKED QUESTIONS

- All files should be uploaded as PDF.
- Files should be uploaded as one combined file where possible.
- Submit your permit and files at www.okc.gov/access or visit us in person at 420 W. Main Street, 1st floor Oklahoma City, OK 73102.
- Call us at 405-297-2525 for general questions and information.