



# The City of OKLAHOMA CITY



## RESIDENTIAL NEW CONSTRUCTION SUBMITTAL REQUIREMENTS

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

### ESSENTIALS FOR SUBMITTAL

**\*A licensed contractor is required to submit for permit unless constructed by the homeowner.**

- Property address and legal description.
- Owner and applicant contact information.
- Estimated cost and square footage.
- Licensed contractor with insurance -OR- notarized homeowners insurance exemption form.
- Overall height and number of stories.

### 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).

### FLOOR PLANS

- Detailed floor plans showing walls, rooms with dimensions, and doors and windows with dimensions.
- Placement of all cabinetry.
- Location of all fixtures such as sinks, toilets, showers, and bathtubs.
- Location of hot water tank.
- Placement of smoke detectors within each bedroom and combination smoke/carbon monoxide detectors outside of each bedroom area.

### ELEVATIONS AND SPECIFICATIONS

- Exterior elevation details showing materials, color, style, etc.
- Portal frame openings around bay windows and garage doors (when required).
- Braced wall line drawings (when required).
- Details and section drawing of any rated wall assemblies (if applicable)
- Footing and foundation plans with details.
- Oklahoma licensed engineers design for pier and grade or post tension foundations (if applicable).
- Oklahoma licensed engineers design for structural members with spans exceeding 30 feet.
- 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.

### 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](http://www.okc.gov/access) or visit us in person at 420 W. Main Street, 1<sup>st</sup> floor Oklahoma City, OK 73102.
- Call us at 405-297-2525 for general questions and information.