



The City of OKLAHOMA CITY

ONLINE BUILDING PERMIT SUBMITTAL STANDARDS

Electronic Plan Review submissions are possible at www.okc.gov/access .

LOGIN AND SIGN UP

1. Visit us at www.okc.gov/access .
2. Register an account or log in.
3. Select “Permit” and “Apply for Permit” in the upper left tabs.
4. Follow the prompts to choose the relevant permit type and details.

* You must be logged in to the originating account to submit, review, edit, or upload revisions to permit submittals.

** All correspondence will be sent to the email address on file from the originating account.

SIGNATURES DOCUMENT TYPE AND SPECIFICATIONS

- PDF or PDF/A file types compatible with Adobe Acrobat V9.0 or higher.
- Vector and layered files should be flattened and compressed to the optimal extent before upload.
- Standard file naming conventions for each document. First cycle document sets should be labeled C1-DESCRIPTOR-TYPE.PDF. For example, “C1-OFFICE-ARCHITECTURAL.PDF”.
- File names should be kept under 50 characters.
- File sizes should be kept under 100MB for each set uploaded.
- File sets should be consolidated where possible.
- PDF bookmarks of each sheet are required. Bookmark names must match the corresponding sheet number and title sheet.
- Index is required with summary and description of all documents in a set.

- Document security settings should be switched to “unsecured”.
- All documents must be uniformly oriented. Landscape for plan sets and portrait for documents.

PLAN SETS AND DETAILS

- A minimum of 6x6-inch stamp space required clear on cover sheet.
- A minimum of 3x3-inch stamp space required on all pages, in the same corner quadrant throughout each set.
- Plans must be drawn to scale, fully dimensioned, and legible.
- Text print must be a minimum of 10pt font when printed.

FREQUENTLY ASKED QUESTIONS

- Initial payments may be required at submittal.
- Plan review queueing time may vary between days and weeks depending on workload.
- Additional permits for Public Works (405-297-2581), Utilities (405-297-2666), and Zoning (405-297-2623) permits and processes may be submitted separately. Please contact each for additional information.
- Call us at 405-297-2525 or visit us in-person at our 1st floor Business Center located at 420 W. Main Street, Oklahoma City, OK 73102 for general questions and information.