



**THE CITY OF OKLAHOMA CITY**

**Public Works Department**

**405-297-2581**

**PWPermits@okc.gov**

**PERMIT APPLICATION  
(Fill Out All Applicable Information)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

CELL#: \_\_\_\_\_ OFFICE#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DEVELOPMENT/PROJECT NAME: \_\_\_\_\_

PROJECT/SITE ADDRESS: \_\_\_\_\_

PROJECT LOCATION (Intersection): \_\_\_\_\_

WORK ZONE PERMIT NUMBER: WZ- \_\_\_\_\_ (If Known)

CONTRACTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

IS THE CONTRACTOR PRE-QUALIFIED WITH THE CITY? YES / NO

IF YES , LIST PRE-QUALIFICATIONS: \_\_\_\_\_

PROJECT WITHIN A DESIGN DISTRICT? YES / NO

STREET CAR ACCESS APPROVAL NEEDED? YES / NO

**TYPE OF PERMIT(S) REQUESTED: (Check all that apply)**

\_\_\_ BORE

\_\_\_ PAVING CUT AND REPAIR (Total square yards: \_\_\_\_\_)

\_\_\_ FIBER OPTIC

\_\_\_ SMALL CELL

\_\_\_ SANITARY SEWER MANHOLE TAP

\_\_\_ STORM SEWER TAP-IN (Size/Diameter: \_\_\_\_\_)

\_\_\_ IRRIGATION & LANDSCAPE

\_\_\_ PIPELINE (Total feet/rods: \_\_\_\_\_)

\_\_\_ PIPELINE REMOVAL (Total feet/rods: \_\_\_\_\_)

\_\_\_ ODOT DRIVEWAY

\_\_\_ FRANCHISE IMPROVEMENT

\_\_\_ UTILITY EQUIPMENT IN CITY RIGHT OF WAY

\_\_\_ EVENTS

\_\_\_ OTHER \_\_\_\_\_

## REQUIREMENTS FOR REVOCABLE PERMITS

1. Completed copy of the application form, containing signatures.
2. Letters of no objection from the four franchised utility companies if going into a utility easement.
3. Letters of no objection from the owners of the properties that abut the proposed improvement. These are required if your improvement is also on their property.
4. Legal Description for property: Lot Number, Block Number, Subdivision Name or Metes and Bounds.
5. Include a site plan. The site plan should clearly identify all:

Property Lines

Curb Lines

Driveways & Sidewalks

Highlight Proposed Improvements

Centerlines of Streets

Right-of-Way Widths

U/E's and/or D/E's

Utility Locations in Easements

Dimensions should be included to show the relationship to the centerline of the adjacent streets. Other dimensions, as applicable, should be shown such as plan and profile format for in-ground work being done.

6. Include an elevation plan with footing details, if applicable, and appropriate details and labels for materials used.
7. Include landscaping plans for subdivision entryway improvements. We must have the landscaping plans that are approved, for your plat, by the Planning Department. If the subdivision is zoned RA or AA or does not front a major arterial street, landscaping plan approvals are not required.
8. A \$75 fee will need to be paid before permit is issued.



**THE CITY OF OKLAHOMA CITY**

**Public Works Department**

**REVO-20** \_\_\_\_\_ - \_\_\_\_\_

**REVOCABLE PERMIT**

This Revocable Permit made and entered into this on \_\_\_\_\_ by and between THE CITY OF OKLAHOMA CITY, (“City”) and \_\_\_\_\_, (“Permittee”).

WHEREAS, the Permittee desires to construct, erect, operate, and maintain \_\_\_\_\_ (“Improvement”) within, over, under, or on a portion of the public way or easement, or City-owned property at \_\_\_\_\_ located in Oklahoma City, Oklahoma.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, it is mutually agreed by the parties hereto as follows:

1. City hereby issues the Permittee a Revocable Permit for the purpose of construction, erection, operation, and maintenance of Improvement within, over, under, or on a portion of the public way, easement, or City-owned property at the above address in accordance with the Permittee’s application and approved plans and specifications incorporated herein.
2. Permittee acknowledges and agrees that Permittee’s application, plans, and specifications accurately represent the purpose of construction, erection, operation, and maintenance of Improvement within, over, under, or on a portion of the public way, easement, or City-owned property at the above address.
3. Permittee agrees that this Revocable Permit is subject to the following conditions and agrees to obtain the following permits: \_\_\_\_\_
4. Permittee agrees to construct, erect, operate, and maintain said Improvement in a safe and proper manner, with an attractive appearance. Permittee further agrees and understands that Permittee acts at its own risk constructing, erecting, operating, or maintaining the Improvement within, over, under, or upon the City’s public way, easement or City-owned property.
5. Permittee agrees that all construction, erection, operation, and maintenance with the public way, easement, or City-owned property will be in accordance with City ordinances, standard specifications, and the City Engineer’s required processes.
6. Permittee shall be responsible for locating, pot holing, if necessary, and protecting all existing utilities and other improvements within the public way, easement, or City-owned property. Contact OKIE at (405) 840-5032 to locate utility improvements. City Utilities contacts are the following: Water and Sewer Lines, Utilities Department Emergency Dispatch Office at (405) 297-3334; Storm Drainage, Public Works Department at (405) 297-2581.

7. Permittee shall be responsible for replacing all traffic control devices that are damaged, destroyed, or removed during construction, erection, operation, and maintenance. Devices shall be in conformance with the City's MUTCD. Contact the City's Traffic Management to schedule inspections and for traffic lane closures, traffic operations, signal locates, and conduit location (405) 297-2581, two business days prior to construction, erection, operation, and maintenance. All traffic lanes must be open from 7:00 am to 9:00 am and 4:00 pm to 6:00 pm.
8. Permittee agrees when installing an Irrigation System that will encroach into a drainage easement that the Permittee shall not alter the slope or grade in the drainage easement, not remove, damage alter, or block any drainage structures, and not fill or change natural drainage unless specifically authorized.
9. If request pertains to the placement of private water or sewer service lines, the following shall apply:
  - a. Should the City construct or cause another to construct a water or sewer main which will serve the Permittee's property then Permittee shall, at its own expense, disconnect the private line and reconnect to the City main; and
  - b. Should the public way, easement, or City-owned property be needed by the City then Permittee shall, at its own expense, relocate the private line.
10. It is mutually agreed and understood between the parties hereto that by reason of the issuance of the Permit, the Permittee acquires no property or contract rights in the City's public way, easement, or City-owned property.
11. Permittee agrees to defend, protect, and save harmless the City from any and all damages, claims, or causes of action whatsoever arising out of the construction, erection, operation, maintenance, and existence of the Improvement or City use of public way, easement, or City-owned property or requiring Permittee to remove or relocate the Improvement.
12. Further, it is mutually agreed and understood between the parties that this Revocable Permit may be revoked or cancelled at the discretion of the City Engineer at any time.
13. Permittee agrees that in the event of revocation, it will comply with the revocation order and will promptly restore the City's public way, easement, or City-owned property to the original condition at Permittee's own expense. It is expressly agreed and understood between parties that should it become necessary to remove or relocate the Improvement permitted herein or in part as to allow the City to utilize the public way, easement, or City-owned property in any manner permitted by law, the City shall not be deemed responsible for any loss or damaged suffered by reason of such removal or relocation. If not timely removed or relocated, then the City can remove or relocate without liability for damage or loss suffered by Permittee.
14. Permittee shall not assign or transfer this Revocable Permit without written approval of the City Engineer.

PERMITTEE

THE CITY OF OKLAHOMA CITY

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
City Engineer

Date: \_\_\_\_\_

The purpose of this letter is to confirm that I am the owner of the property at \_\_\_\_\_,  
and that I have no objection to the installation of a private \_\_\_\_\_  
on street right-of-way and/or easement along \_\_\_\_\_  
to serve \_\_\_\_\_.

NAME (PRINT OR TYPE) : \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. (Optional) \_\_\_\_\_