



**Tulsa County  
Inspections Department  
218 W 6<sup>th</sup> St, SUITE 210  
Tulsa, Oklahoma, 74119**

**Residential Building Permit Regulations**

Tulsa County issues building permits only for the unincorporated areas of Tulsa County. Permits are required for all property improvements including new structures (residential and commercial), additions to existing structures, placement of mobile homes, construction of outbuildings, swimming pools, signs, cell towers, ponds, earth change, or development of any kind. Start must commence within six months of permit approval and be completed with one year of permit approval or a new permit must be applied for and obtained from this office. **ALL FEES ARE NONREFUNDABLE UPON RECEIPT BY THIS OFFICE.**

The following documents are required with all building permit applications:

- A copy of the filed Warranty, Special Warranty Deed or Quit Claim Deed with book and page number. This may be obtained from the County Clerk's office. If you are not the legal owner of the property, a lease/contract or written and notarized permission from the legal owners of the property **MUST** accompany the application.
- A copy of percolation/soil test for septic tanks or an aerobic design from the Oklahoma Department of Environmental Quality ("ODEQ") (918-293-1600)
- A copy of a site plan, must be on at least 8 ½" x 11" paper, of entire property including the following information:
  - Roads and streets clearly identified
  - Setback distances from centerline of road, side, and rear yard setbacks to proposed structure(s)
  - Property lines and all existing structures with distances to proposed structure(s)
  - Relation to section line roads
  - Driveway location and length
  - North arrow for reference
- Erosion control plan and a Notice of Intent (NOI) filed with ODEQ. NOI is required for 1 acre or more of land being disturbed.
  - Plan – All developments shall be designed, constructed, and completed in a manner which minimizes the exposure of bare earth to precipitation and runoff. Development maintained throughout the construction period. The erosion control plan must be included with the construction plans.
  - Storm Water Pollution Prevention Plan (SMP3) – A separate report is required for any development disturbing over one acre (43,560 sq. ft.) prepared by a Licensed Design Professional
- One complete sets of plans; including floor elevations and one complete set of digital plans. Please label the email with the property address and sent to [inspect@tulsacounty.org](mailto:inspect@tulsacounty.org).
- One copy of footing/foundation plan.

**Parcel addresses must be assigned by INCOG. To get address assigned, call INCOG at 918-584-7526.**

**Additional Permitting Requirements:**

- A Tulsa County Driveway permit must be obtained before issuance of a Tulsa County Building Permit.
- All homes must have a hard surface (concrete or asphalt) parking area.
- All homes must have sod placed around the project and in the bar ditch at time of final inspection.
- All permits must comply with the Tulsa County Zoning and Floodplain Regulations.
- All new constructions require installation of a carbon monoxide alarm if one or both of the following conditions exist:
  - The dwelling unit contains a fuel-fired appliance
  - The dwelling unit has an attached garage with an opening that adjoins with the dwelling unit.
- Additional documents may be requested

If building in AE flood zone, a pre- and post-elevation certificate from a surveyor will be required to be provided to Tulsa County with finished floor elevation 2' above established Base Flood Elevation ("B.F.E.") If in Regulatory floodway, the before mentioned is required in addition to a Letter of No Rise from a hydrologist.

Please allow a minimum of 3-5 business days for processing of all permit applications. **NOTE THAT THE WAITING PERIOD DOES NOT BEGIN UNTIL ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED.**

Any changes or addendums to the construction plans that are resubmitted will incur an additional application fee and will result in the 3-5 business day review process to start over.

Please contact the following staff for additional information, if necessary:

**Lucky Airehroun**, Plans Examiner, 918-596-8815

**Sabrina Martin**, Permit Tech, 918-596-5293

**Teresa Tosh**, Director, 918-596-529

**Fax**, 918-596-5209