



**Tulsa County
Inspections Department
218 W 6th St, SUITE 210
Tulsa, Oklahoma, 74119**

Commercial 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 within 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
 - Fire Department Access Roads
 - Fire Hydrants
 - Buildings within 30 ft of primary buildings.
 - Location of all utility service lines and meters
 - Must be prepared by a Licensed Design Professional
- 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 set of plans; including floor elevations, signed and stamped by Licensed Design Professional.
- One complete set of digital plans; Please label the email with the property address and sent to inspect@tulsacounty.org.
 - A complete set of plans should include stamped mechanical, electrical, and plumbing plans.
- One copy of footing/foundation plan.
- Food Related Projects - you are required to get approval from the City/County Health Department, Consumer Protection.

Additional Permitting Requirements:

- All driveways must be hard-surfaced (asphalt or concrete) in the R-O-W with a minimum size 18-inch HDPE or concrete culvert. *
- All sites must have a hard surface (concrete or asphalt) parking area. *
- All sites must have sod placed around the project & in the bar ditch at time of final inspection. *
- All commercial construction plans must be prepared by a Licensed Design Professional.
- All commercial applications will have to be reviewed by a fire marshal and the Tulsa County Engineering department.
- All permits must comply with the Tulsa County Zoning and Floodplain Regulations.
- Where the plans involve additions to existing structures, clearly differentiate between proposed demolition (if applicable), existing construction and proposed construction. The plans must be complete and clearly show the extent and type of work.
- Copies of your permits, receipts, and approved plans are important documents. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference.
- An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. Payments for permits shall be due upon notification to an applicant that the permit has been approved and is ready for issuance. Any permit not paid for within thirty (30) days after notification may be deemed void.
- Every permit issued shall become invalid unless the work authorized by such permit is started within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The work is considered to be suspended or abandoned if inspections are not called within the specified time limit. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
- All plans submitted as addendums or plans required to be resubmitted or revised pursuant to any code regulated shall be assessed an additional fee. This fee shall be non-refundable. A project CANNOT be classified as an addendum if it changes the footprint of, or adds additional value to, the original project
- Additional documents may be requested

* Unless otherwise approved by Tulsa County Engineer.

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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 10-14 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 10-14 business day review process to start over.

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

Lucky Airehrour, Plans Examiner, 918-596-8815

Sabrina Martin, Assistant Plans Examiner, 918-596-5291

Teresa Tosh, Director, 918-596-5290