

# TULSA COUNTY FOR OBTAINING A BUILDING PERMIT

## WHEN DO YOU NEED A BUILDING PERMIT?

The Tulsa County Inspector's Office should be contacted prior to construction of any structure, including the placement of mobile homes, barns, swimming pools, accessory building, and grading (earth change) on any parcel of land in the unincorporated areas of Tulsa County. It should be noted that all of the following procedures and requirements are subject to change and may not include all zoning and floodplain requirements. All structures require a building permit and floodplain clearance prior to construction.

### WHERE:

TULSA COUNTY INSPECTION'S OFFICE  
TULSA COUNTY ANNEX BUILDING    ROOM 140  
633 W. 3RD ST.                            PHONE: 918-596-5293  
TULSA, OK. 74127                            FAX: 918-596-5209

### WHAT TO BRING:

1. Copy of percolation test filed with the Department of Environmental Quality (DEQ). Located at 3105 E. Skelly Dr. Suite 215, Phone 918-293-1600.
2. Plot plan showing [Erosion Control Plan](#), the distance from the center of the street to the front of the structure and from the side property line to the side of structure.
3. Legal description of lot. You will need a filed copy of the warranty deed if transfer of title has been 8 months or less.
4. **Two complete set of plans** for residential, which will be retained in this office. Two sets of plans for commercial: One being retained in this office and the other returned to you when permit is issued, with corrections noted.

Plans should include:

- A. Framing Plans
  1. Floor Joist
  2. Ceiling Joist
  3. Rafters
- B. Footing design
- C. Electrical plans
- D. Mechanical plans
- E. Plumbing plans

5. All plans submitted shall have a scale of “one/fourth inch Engineer”  
“one/eighth inch Architect”. Plans shall not be approved that are not to scale.
6. 911 Street Address: Issued by INCOG 918-579-9460.
7. If lot has been split, a copy of the filed warranty deed with LS# stamped on it shall be required before the application for a building permit is taken
8. If structure is to be on City of Tulsa water and/or sewer, a “Letter of Connect” is required. Contact person is: City of Tulsa  
2317 S. Jackson  
Room N104B  
Tulsa, Ok. 74127  
918-596-9511

### **CONTRACTORS:**

All contractors are required to be State Licensed and registered with Tulsa County and will need a permit to start to work. They will need the building permit number and street address to obtain permit.

All Electrical, Plumbing and Mechanical work in Tulsa County shall be performed by a State licensed and County Registered Contractor.

Inspections will be made the next day if called in after 9:30 AM. No appointments!

### **MOBILE HOMES:**

Both double and single wide mobiles shall be tied down and skirted. All double wide mobile homes require a footing and specs are provided at the time of application.

### **FLOODPLAIN INFORMATION:**

All structures located within a “**Special Flood Hazard Area**” (SFHA) shall have an elevation certificate showing the elevation of the finished floor and submitted to the inspector’s office prior to the starting of framing. The “Base Flood Elevation” will be given to you during the zoning review. The elevation certificate shall be completed, **signed and sealed** by a State licensed surveyor.

All mobiles (single and double) located within a special flood hazard area shall be placed on a permanent foundation (footings) and shall elevate above the base flood elevation, including air conditioning units, propane tanks, accessory buildings, etc.