

New Construction Residential Electrical, Plumbing and Mechanical Permits

Online Application and Payments



Instructions for Contractors



<https://access.okc.gov/aca>



New Construction Residential Permits

Application and Payment Process for Contractors

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New Construction Residential Permits

Application and Payment Process for Contractors

Purpose

The purpose of this document is to provide instructions and assistance to contractors that purchase **New Construction Residential Electrical, Plumbing and Mechanical** permits from The City of Oklahoma City's Development Services Division. This can now all be done online without interaction with City staff by phone – including making payments online!

IMPORTANT!

The requirement is that the permit is being purchased as part of a New Construction Residential Building Permit. The correct building permit number will be required in order to obtain this Permit.

By default, the City's permit web portal provides read-only access to all City permit data. As you know, contractors are required to have an online account to access their permits to request inspections and make payments. You can find the document to help you with this [here](#). You will also be required to log in to purchase a permit. Once a payment is made online, the permit is immediately emailed to the email address of the registered user. This functionality is available now.

We hope you find this document useful and helpful in working with the City regarding your permits. If you have additional questions about this document or the using the online system, please contact:

City of Oklahoma City
Development Services Department
Development Center Division
Phone 405-297-2948
Email: onlineinspectionregistration@okc.gov



New Construction Residential Permits

Application and Payment Process for Contractors

Using the Citizen Portal for Residential Electrical Permits

After going to <https://access.okc.gov> and logging in, click on the **Permits** tab. To start a new Residential Construction Application, click on **Apply for a ELER, MECR, or PLMR Permit**.

Welcome to the City of Oklahoma City's Citizen Portal

Home **Permits** Work Zone Permits Licenses/Garage Sales Planning Fire more ▾

Search Permits **Apply for a ELER, MECR, or PLMR Permit** Schedule an Inspection

Welcome to the City of Oklahoma City's Citizen Portal

Home Permits Work Zone Permits Licenses/Garage Sales Planning Fire more ▾

Read and accept the terms explained in the General Disclaimer and click Continue Application.

Welcome to the City of Oklahoma City's Citizen Portal

Home **Permits** Work Zone Permits Licenses/Garage Sales Planning Fire more ▾

Search Permits **Apply for a ELER, MECR, or PLMR Permit** Schedule an Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

GENERAL DISCLAIMER
The web materials provided on this web site have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections. Neither the City nor any department, division, employee or officer of the City warrants the accuracy, reliability or timeliness of any information on our web site and shall not be liable for any losses resulting directly or indirectly from such reliance on the accuracy, reliability, or timeliness of such information. Any person or entity who relies on any information obtained from this web site does so at his or her own risk. The City is neither responsible for viruses nor other contamination of your system.

have read and accepted the above terms.

Continue Application »



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Select your License from the dropdown. There should only be one EL_____ license in this dropdown.

Home **Permits** Work Zone Permits Licenses/Garage Sales Planning Fire

Search Permits Apply for a Residential Electrical Permit Schedule an Inspection

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:

- Select--
- Electrical EL99999999
- None Applied

Continue Application >

After you select your license, information from your license is shown. Click **Continue Application** to continue and wait for screen to refresh to show the **Applicant** section.

Home **Permits** Work Zone Permits Licenses/Garage Sales Planning Fire

Search Permits Apply for a Residential Electrical Permit Schedule an Inspection

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:

Electrical EL99999999

Mr Electric
MY ELECTRIC COMPANY
420 W MAIN ST 8TH FLOOR
OKLAHOMA CITY, OK 73102

Phone:4055555555
Phone 2:4
Fax:
Electrical
EL99999999

Continue Application >



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Click **Select from Account** and choose your information from the list. You should select the line that has the type of "Contractor" or you can click **Add New** to enter your information. Regardless of how you get your information entered, you can always click **Edit** to correct anything. You can also click **Remove** to start over with entering Applicant information. When finishing with the Applicant information, click **Continue Application**.

Home **Permits** Work Zone Permits Licenses/Garage Sales Planning Fire

Search Permits Apply for a Residential Electrical Permit Schedule an Inspection

Electrical - Residential

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Step 1 > Page 1 * indicates a required field.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Mr Electric
MY ELECTRIC COMPANY
 License Type: Electrical
 License Number: EL99999999
 Address: OKLAHOMA CITY 73102
[Edit](#) [Remove](#)

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New**

Continue Application »

Select Contact from Account

Select a contact to attach to this application.
 If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Stan Reichert
<input type="radio"/> Associated License	Electrical	MY ELECTRIC COMPANY Mr Electric Electrical EL99999999

Continue [Discard Changes](#)



New Construction Residential Permits

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Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

Stan Reichert
City of OKC
stan.reichert@okc.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Application »](#)



New Construction Residential Permits

Application and Payment Process for Contractors

Next, enter the address and click **Search** to confirm you have the exact City address. Partial addresses are accepted as long as Street Number and Street type are entered.

* indicates a required field.

Address

Enter the site address and click Search. If you entered a valid address, the boxes will turn grey. If you enter an address that returns an empty Address Search Result List, you can enter a new address and try again.

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="100"/>	<input type="text" value="N"/>	<input type="text" value="walker"/>	<input type="text" value="AVE"/>

The address has been verified when you see something show up in the Owner Name and Parcel Validation fields. If no address exists with what was entered, you will need to search for a new address. When address information is accepted, click **Continue Application**.

Address

Enter the site address and click Search. If you entered a valid address, the boxes will turn grey. If you enter an address that returns an empty Address Search Result List, you can enter a new address and try again.

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="100"/>	<input type="text" value="N"/>	<input type="text" value="WALKER"/>	<input type="text" value="AVE"/>

Owner

Owner Name:

Parcel

* Parcel Number:



New Construction Residential Permits

Application and Payment Process for Contractors

Next, you will need to enter the details of the permit. All four of these fields are required:

- Service Size (Amps)
- Building Permit Number
- Temp Pole
- Wiring for Solar Energy?

Click **Continue Application**.

1 Step 1 2 Review

Step 1: Step 1 > Page 3

ASI

ELECTRICAL

* Permission To:

* Service Size From: Units

* Service Size To: Units

Parent Application ID:

* Temp Pole: Yes No

* Wiring for Solar Energy?: Yes No

Continue Application >



New Construction Residential Permits

Application and Payment Process for Contractors

The next screen allows you to review everything that has been entered. You can click **Edit** in any of the sections if you want to change anything. Once everything is correct, click **Continue Application** (at the top or the bottom).

Step 2: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Type

Electrical - Residential

Licensed Professional

[Edit](#)

Mr Electric
MY ELECTRIC COMPANY
420 W MAIN ST 8TH FLOOR
OKLAHOMA CITY, 73102
Residential Only: No

Phone:4055555555
Phone 2:4
Electrical -EL99999999

Applicant

[Edit](#)

Stan Reichert
City of OKC
100 N Walker Ste 600
OKLAHOMA CITY, OK, 73102

E-mail:stan.reichert@okc.gov

Address

[Edit](#)

100 N WALKER AVE

Owner

[Edit](#)

CITY OF OKLAHOMA CITY

Parcel

[Edit](#)

Parcel Number: 1177

ASI

ELECTRICAL

[Edit](#)

Permission To: Erect

Service Size From: 0

Service Size To: 100

Parent Application ID: bldr-2017-04102

Temp Pole: Yes

Wiring for Solar Energy?: No

[Continue Application »](#)



New Construction Residential Permits

Application and Payment Process for Contractors

Once the address and building permit are verified, you can click Continue Application. If the verification failed, click Edit and change the building permit number and submit again.

The next screen shows the fees that were assessed based on the information you entered on the previous screens. Click **Continue Application** to pay for the fees.

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
R1 Base Fee Res 200 AMP	1	\$74.00
R2 Rough Inspection	1	\$22.50
R3 Final Inspection	1	\$22.50
State Fee	1	\$4.00
Administration Fee	1	\$0.50

TOTAL FEES: \$123.50

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)



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You can pay your fees with Credit Card or with your Trust Account (if you have a trust account and enough money in it). Choose your option.

Credit Card: When you select **Pay with Credit Card**, simply complete the next screen to make a payment.

Electrical - Residential

1 Permit Information → 2 Review → 3 Pay Fees → 4 Record Issuance

Step 3: Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$145.00

Pay with Credit Card
 Pay with Trust Account

[Submit Payment >](#)

Pay Fees:

Please select a payment method and then fill in all required information.
The available payment methods are:

* indicates a required field.

Payment information

Amount to be charged: **\$145.00**

Select credit card type:
[Visa]

* Enter credit card number:
[]

Select card expiration month and year:
[January] [2017]

* Enter card security validation number:
[] [What is this?](#)

* Enter name as it appears on card:
[]

Billing Information

Enter card billing address:

* Address 1: []
Address 2: []
* City: []
* State: [OKLAHOMA]
* Zip Code: []

If you would like a receipt emailed to you, enter your email address below.
Email Address: []

[Submit Payment](#)

Trust Account: When you select **Pay with Trust Account**, under **Please select Licenses**, click on **Contacts** to reveal your license number and trust account. Your balance will show and you can click **Continue Payment**.

Step 3: Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.

Payment Options

Amount to be charged: \$123.50

Pay with Credit Card
 Pay with Trust Account

* Please select Licenses: [?]

Record
 Contacts

* Contacts [] * Trust Account Name []

Name on Trust Account: []
Amount Available: \$ []

[Submit Payment >](#)



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Upon approved payment and if you included your email in your contact information, you will receive an email with the permit attached to it and see this screen:

Step 4: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is ELER-20 [REDACTED]

Step 4: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is ELER-20 [REDACTED]

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Record](#) [Print/View Receipt](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

You can view/print the permit, view/print the payment receipt or go back to review the permit information online and/or request an inspection.

This completes the New Construction Residential Permit process.