

# The City of Oklahoma City Development Services Division

420 W. Main St., Oklahoma City, OK 73102 | Phone: (405)-297-2525 | [www.okc.gov/permits](http://www.okc.gov/permits)

## Applying for a Permit

The following is a Residential Pool Permit example which shows the general process used when applying for any City Permit. The information required for submittal may vary based on the type of permit you are applying for.

Once you have registered for an account, you will need to log in by clicking the Login link as seen below:

The screenshot shows the 'Citizen Access' portal. At the top, there is a navigation menu with links for Residents, Business, Recreation, Government, Departments, Visitors, and I Want to... A red arrow points to the 'Register for an Account' link in the top right corner. Below the navigation is a blue ribbon with a 'Home' button and a list of categories: Permits, Work Zone Permits, Licenses, Garage Sale, Planning, Fire, Engineering, and Parks. A red arrow points to the 'Permits' button. Below the ribbon is an 'Advanced Search' section. The main content area is divided into two columns. The left column contains text about the site's purpose and links for registration and application submission. The right column contains a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a 'Remember me on this computer' checkbox. A red arrow points to the 'User Name or E-mail' field.

Once you are logged in, you should choose the area of application you want to submit, in this example: Permits, then click the "Apply for a Permit" option from the blue ribbon. (\*You must be logged in to see this option)

The screenshot shows the 'Citizen Access' portal after a user is logged in. The top navigation menu is the same. A red arrow points to the 'Permits' button in the blue ribbon. Below the ribbon, the 'Apply for a Permit' option is visible, highlighted with a red arrow. The 'Records' section is visible below, showing a table with columns for Date, Number, Type, Application Name, Status, Address, Action, and Short Notes. The table currently shows 0 records.

Begin the application process by agreeing to the terms of service. Then click "Continue Application":

The screenshot shows the 'Citizen Access' portal for the City of Oklahoma. The navigation menu includes 'Residents', 'Business', 'Recreation', 'Government', 'Departments', 'Visitors', and 'I Want to...'. The user is logged in as a redacted name. The main heading is 'Welcome to the City of Oklahoma City's Citizen Portal'. Below this is a secondary navigation bar with 'Home', 'Permits', 'Work Zone Permits', 'Licenses', 'Garage Sale', 'Planning', 'Fire', 'Engineering', and 'Parks'. A blue bar contains 'Search Permits', 'Apply for a Permit', and 'Schedule an Inspection'. The 'Online Application' section contains a welcome message and a disclaimer. A checkbox is checked with the text 'I have read and accepted the above terms.' Below this is a 'Continue Application »' button. Red arrows point to the checkbox and the button.

**Citizen Access**  
Residents Business Recreation Government Departments Visitors I Want to...

Logged in as [REDACTED] Collections (0) Account Management Logout

**Welcome to the City of Oklahoma City's Citizen Portal**

Home **Permits** Work Zone Permits Licenses Garage Sale Planning Fire Engineering Parks

Search Permits **Apply for a 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.

I have read and accepted the above terms.

**Continue Application »**

Next you should choose the type of permit you would like to apply for. Then click "Continue Application":

The screenshot shows the 'Select a Record Type' section of the portal. It features a search bar and a list of permit categories with radio buttons. The categories include 'Permits Building', 'MEP Permits', 'Fire Permits', 'Permits Sign', 'Permits Storm Water Quality', and 'Permits Engineering'. A red arrow points to the 'Pool - Residential' option under 'Permits Building'. Another red arrow points to the 'Continue Application »' button at the bottom.

Home **Permits** Work Zone Permits Licenses Garage Sale Planning Fire Engineering Parks

Search Permits **Apply for a Permit** Schedule an Inspection

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Permits Building**
  - Building - Commercial
  - Building - Demolish-Remove
  - Building - Residential
  - Building - Storm Shelter
  - Fence Permit
  - Pool - Commercial
  - Pool - Residential
- MEP Permits**
  - Electrical - Meterbase
  - Electrical - Residential
  - Mechanical - Residential
  - Plumbing - Residential
- Fire Permits**
  - Electronic Door Hardware
  - Fire Alarm
  - Fire CO2 Enrichment
  - Fire Hood
  - Fire Plant Extraction
  - Fire Radio Coverage
  - Fire Suppression
- Permits Sign**
  - Sign Permit
- Permits Storm Water Quality**
  - Storm Water Quality - Construction (SWC)
  - Storm Water Quality - Land Disturbing (SWL)
- Permits Engineering**
  - Flood Plain Activity
  - Revocable
  - Right of Way Permit
  - Taps - Sanitary Sewer & Storm Sewer
  - Utility Plan Review - ODOT Driveway

**Continue Application »**

The next few screens will vary depending on the type of permit selected. Proceed through each page/form, filling in the information as requested. Then select “Continue Application” after each step:

- **1. Location:** Enter your street number, direction, and street name then click “Search”.
- **2. Applicant:** Choose to “Select from Account”, which will use your account information as the contact for this permit submittal.
- **3. Professional:** Choose the “Select from Account” if you are a licensed contractor.
- **4. Project Information:** Enter any required or relevant information related to your project.

Pool - Residential

1 Location	2 Applicant	3 Professional	4 Project Information	5 Attachments	6	7	8
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Step 1: Location > Location \* indicates a required field.

**Address**

A simple way to find an address is to enter a **Street No.**, and first 3 characters of the **Street Name** and click **Search**

\*Street No.:  Direction:  \*Street Name:  Street Type:

City:

**Owner**

If the Owner is not correct please enter the correct Owner

Owner Name:

**Parcel**

\*Parcel Number:

When you arrive at [Step 5: Attachments](#), you will need to click the “Add” button to browse and find your plan set, application, specifications, or any other required documents listed in the Submittal Requirements link on this page:

Welcome to the City of Oklahoma City's Citizen Portal

Home **Permits** Work Zone Permits Licenses Garage Sale Planning Fire Engineering Parks

Search Permits Apply for a Permit Schedule an Inspection

Pool - Residential

1	2	3 Professional	4 Project Informaiton	5 Attachments	6 Review	7 Pay Fees	8
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**Step 5: Attachments > Attachments**  
For Electronic Plan Review please review all [Submittal Requirements](#) before submitting your documents. \* indicates a required field.

**Attachment**

The maximum file size allowed is 300 MB. The maximum character length of 90 should not be exceeded for the file name. html;htm;mht;mhtml;exe;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

**Continue Application »** **Save and resume later**

A new screen will pop up. Click the “Add” button once more.

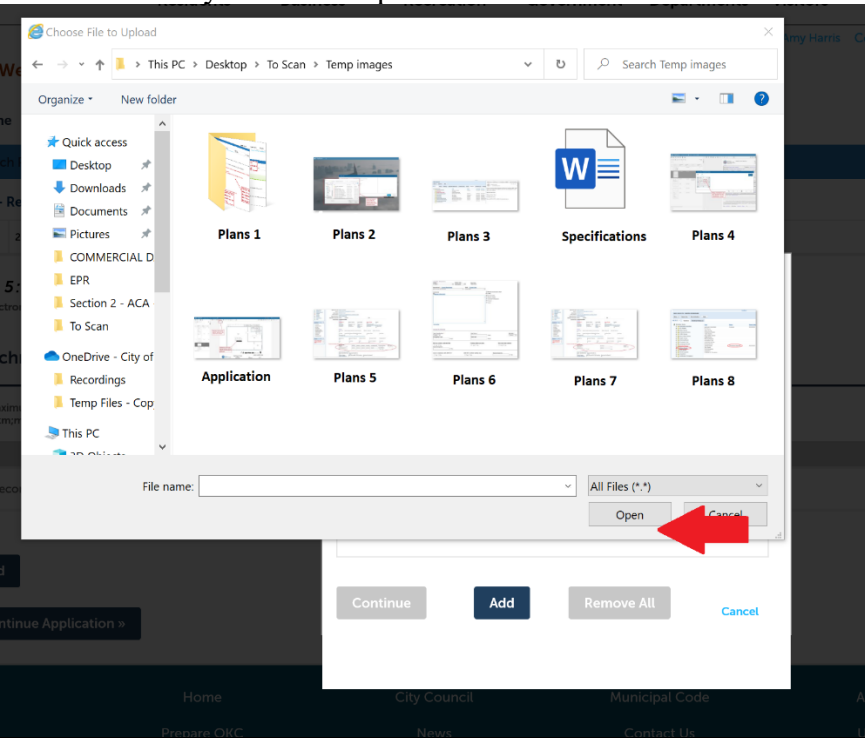
**File Upload** [X]

The maximum file size allowed is 300 MB. The maximum character length of 90 should not be exceeded for the file name. html;htm;mht;mhtml;exe;zip are disallowed file types to upload.

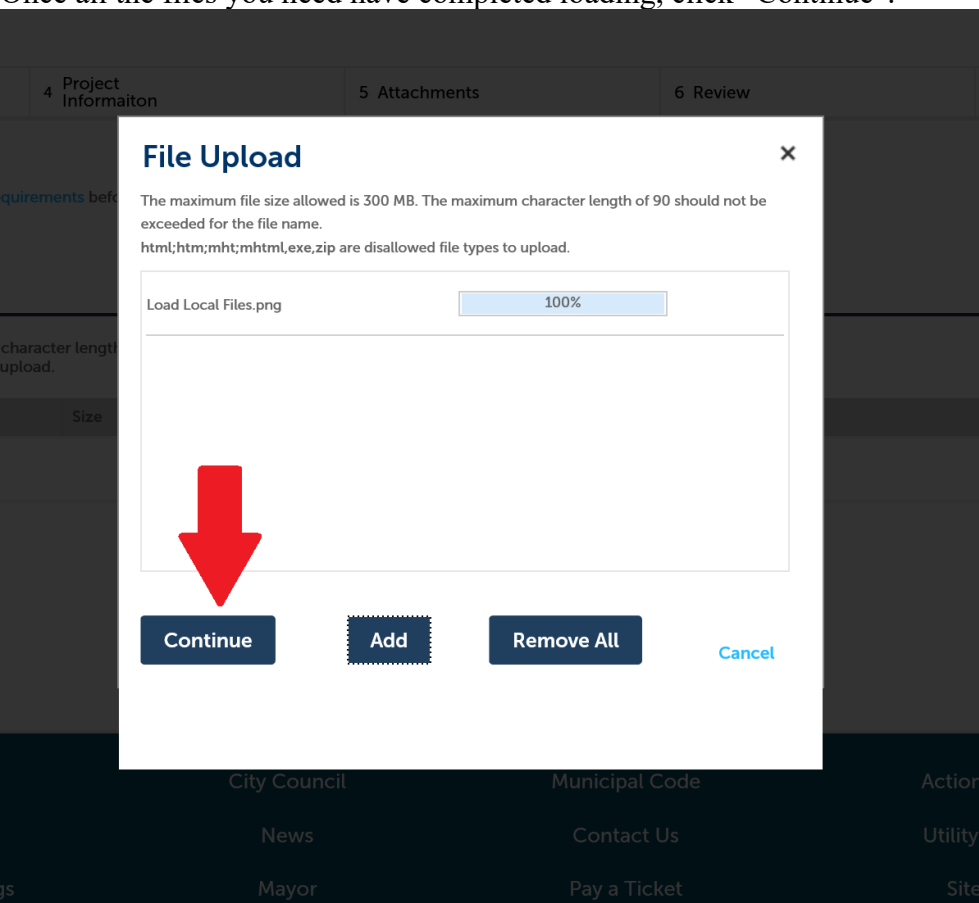
**Continue** **Add** **Remove All** **Cancel**

City Council Municipal Code Ac  
News Contact Us Ut  
gs Mayor Pay a Ticket

Browse the file you wish to upload/add.



Click “Open” once you have selected the file in the file explorer, and the file will begin to upload. Once the file has completed loading, you can add additional files in the same manner. Once all the files you need have completed loading, click “Continue”.



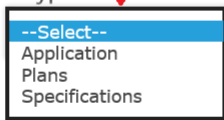
Once you are back on the Attachments screen, you can select the file “Type” and “Description” for each file. Then click “Save”:

### Attachment

The maximum file size allowed is 300 MB. The maximum character length of 90 should not be exceeded for the file name. html;htm;mht;mhtml;exe;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File: S1.png

\*Type: 

\*Description:

spell check


**3** Save Add Remove All

**1**

**2**

Continue Application »

A confirmation will appear that your attachment was uploaded successfully. Click “Continue Application”.

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Pool - Commercial

1	2	3 Professional	4 Project Informaiton	5 Attachments	6 Review	7 Pay Fees	8
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**Step 5: Attachments > Attachments**  
For Electronic Plan Review please review all [Submittal Requirements](#) before submitting your documents. \* indicates a required field.

### Attachment

The maximum file size allowed is 300 MB. The maximum character length of 90 should not be exceeded for the file name. html;htm;mht;mhtml;exe;zip are disallowed file types to upload.

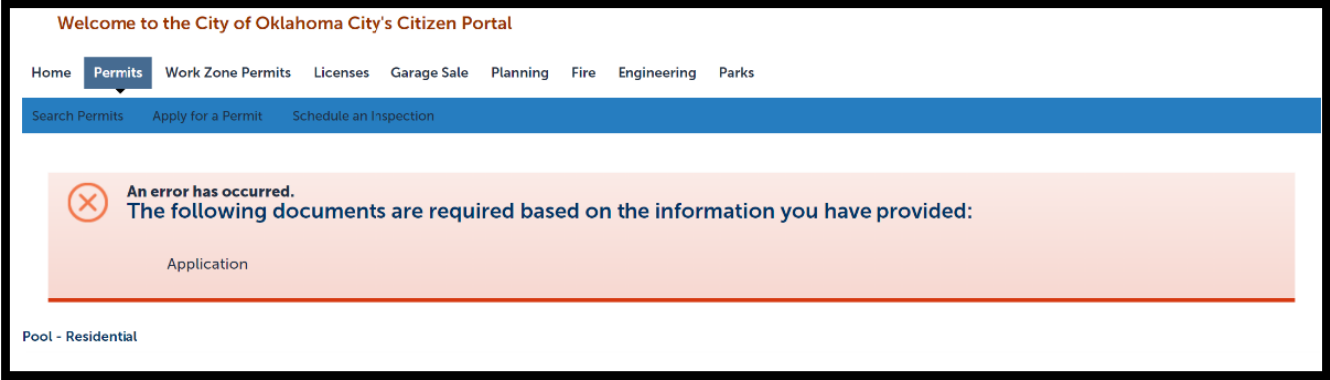
Name	Type	Size	Latest Update	Action
S1.png	Plans	190.89 KB	06/08/2021	Actions ▾

Add

Continue Application » 

Save and resume later

If you have missed any of the required documents or attachments for the chosen permit type, the system will give you an error, reminding you to submit all required information:



Once you have attached all the required documents, click “Continue Application”, and continue through the required pages/forms for review and any necessary payments until you permit is successfully submitted.

You will receive confirmation on the screen, and an email with confirmation that your application has been received.

