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:

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)

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

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

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

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.

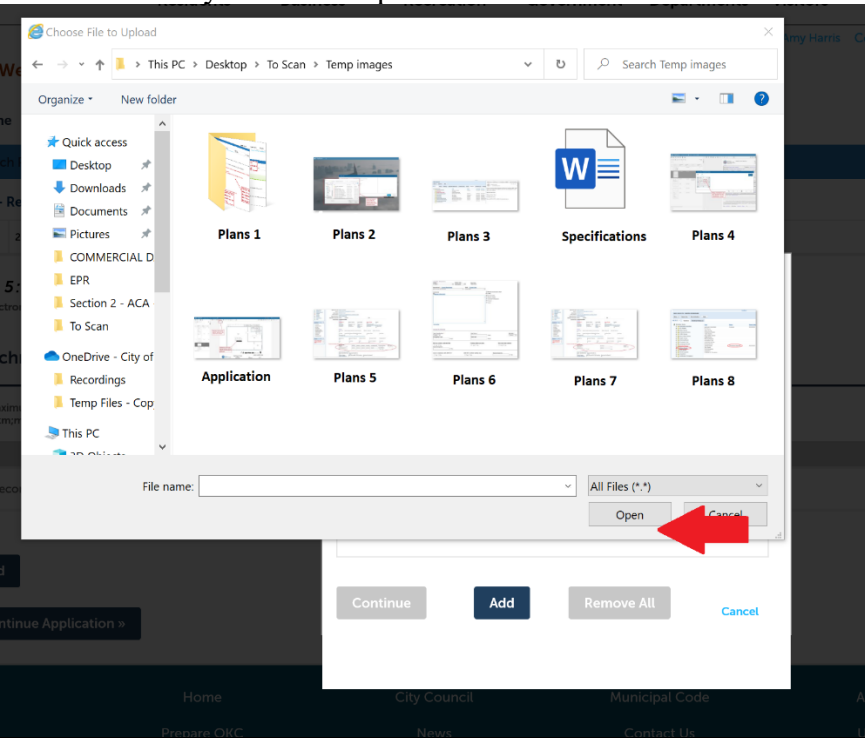| 4 Project Informaiton	5 Attachments	6 Review

File Upload   ✕

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

News   Contact Us

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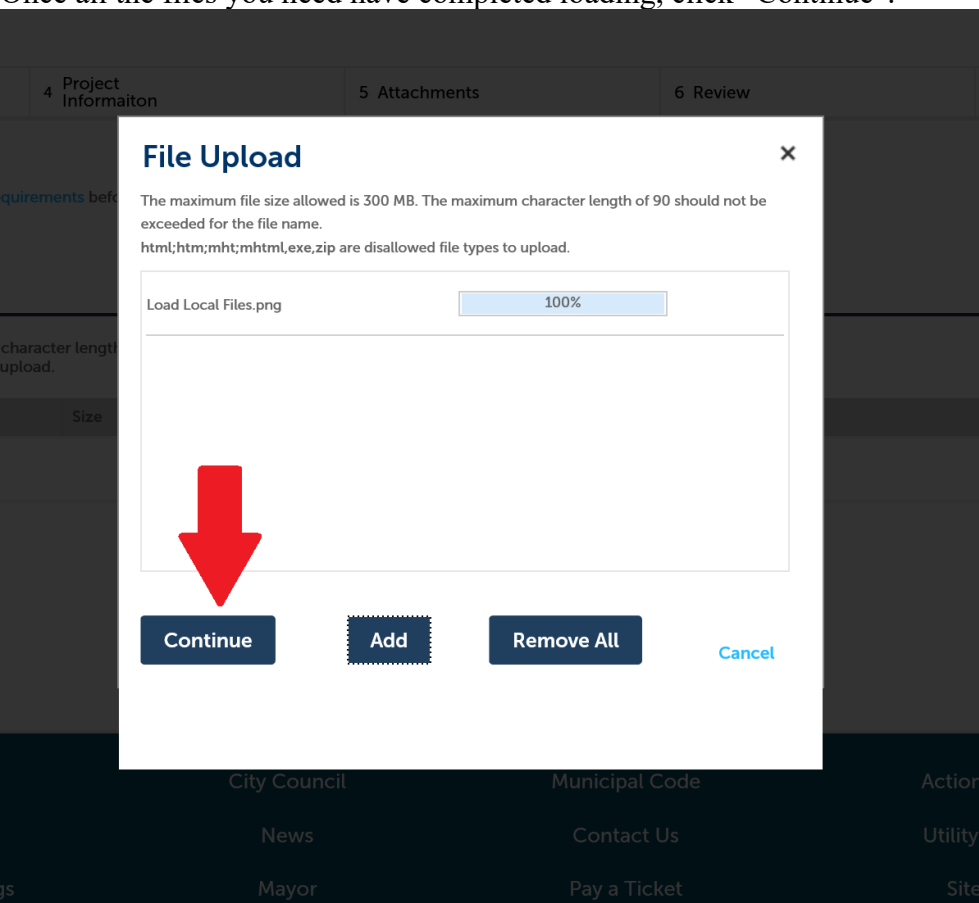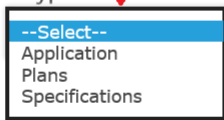
Once you are back on the Attachments screen, you can select the file "Type" and "Description" for each file. Then click "Save":

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

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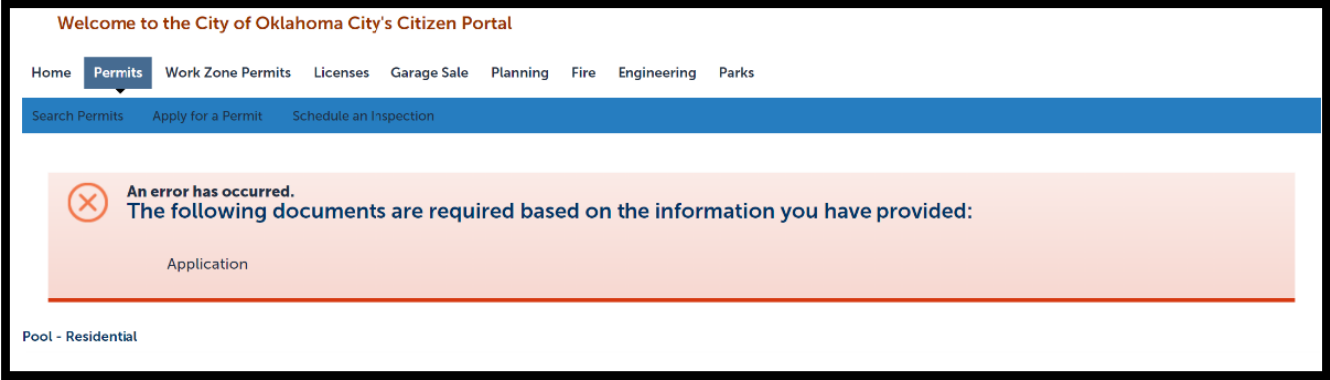
Once you have attached all the required documents, click "Continue Application", and continue through the required pages/forms for review and any necessary payments until you permit is successfully submitted.

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