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Professional Residential Builder Program

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PROFESSIONAL RESIDENTIAL BUILDER PROGRAM

- I. GENERAL:** Effective July 1, 1994 the City of Tulsa with the Home Builders Association, set up the Professional Residential Builder Program.

CONTRACTOR ACCOUNTS: The participants in the Program are required to establish and maintain a contractor account for all building permit fees. We cannot issue permits on accounts with insufficient funds. Contractor accounts are opened at the time of initial registration. You can mail deposits for your contractor accounts; please include the account number on the check.

CONTRACTOR ACCOUNT STATEMENTS: We will send monthly statements only for those months in which there was account activity. **ALL ACCOUNT INQUIRIES MUST BE MADE WITHIN 90 DAYS OF STATEMENT DATE.**

REGISTRATION: The registration period is for 1-year periods, beginning March 1 of each year. Registrations may be done by mail. All registration requirements must be received at the same time; we will not be able to process incomplete applications.

Please mail registration renewals to:

**City of Tulsa
Permit Center
175 E 2nd St., Suite 455
Tulsa, Oklahoma 74103**

- II. PURPOSE:** To expedite the building plans review and permit issuance process for builders registered in the program.

III. PROGRAM ELIGIBILITY REQUIREMENTS:

- A. Completion of an average of three (3) houses each year for the last five (5) years. (A minimum of fifteen (15) houses.) You must provide copies of building permits or dates and numbers of the permits to verify construction experience.

- OR -

- B. Have completed the Graduate Builders Institute (GBI) and completed an average of two (2) houses each year for the last three (3) years. (A minimum of six (6) houses.) A copy of the GBI Certificate plus you must provide copies of the building permits or dates and numbers of the permits to verify training and construction experience.

- OR -

- C. Have completed the Certified Graduate Remodeler (CGR) program. You must provide a copy of the CGR Certificate to verify training.
- D. Besides completion of A, B, or C above, the Program participant shall have completed an 8-hour introductory orientation on all current codes affecting residential construction. A copy of the certificate to verify completion of the training must be provided.

NOTE: The Builders Association of Metropolitan Tulsa (BAMT) has committed its resources to be hosts to and help conduct the seminars and orientations. BAMT cannot restrict participation to BAMT members but does reserve the right to assess a fee for nonmember training.

IV. REGISTRATION REQUIREMENTS

A. Initial Registration

- 1. A certificate indicating completion of program eligibility requirements are met.
- 2. Completed Contractor Registration form.
- 3. Establish a contractor account with a minimum deposit of \$250.00.
- 4. Pay a \$114.90 annual registration fee.

B. Annual Registration Renewal Requirements

- 1. Provide letter/certificate verifying completion of 8 hours construction code seminars (4 hours provided by the City and 4 hours from approved sources) during the previous annual registration period (March 1 – February 28).
- 2. A \$114.90 annual registration fee.

NOTE: You may renew registration anytime after February 1. Those who have not renewed their registration by March 31 will not be eligible to participate in the Program until such renewal has been completed.

V. BUILDING PERMIT PROCEDURES

The City of Tulsa, Development Services Department will make every effort possible to expedite the building permit process for participants in the Professional Residential Builder Program by using one or more of the following: Priority Reviews and Process Inspections.

We will target the maximum turnaround time for applications with normal zoning at four (4) days. Applications that require zoning record searches by INCOG or Board of Adjustment action will be handled as a regular permit application.

Permits may be obtained between 8:00 a.m. and 4:00 p.m. Monday - Friday. Application fees and permit fees will be automatically deducted from the applicant's contractor account. Sufficient funds to cover the permit cost must be available for the permit to be issued.

Permits may be applied for in person, by **FAX 699-3500**, or by mail to:

**City of Tulsa
Permit Center
175 E 2nd St., Suite 4551
Tulsa, OK 74120**

For information regarding permits, account deposits and inquiries, registration and establishment of contractor accounts please **call 596-9601**.

A. Permit Application Requirements

1. Plans submittal must include:
 - a. Two copies of the site plan (key plan for a remodel).
2. Completion of the following forms:
 - a. Building Permit Application Data Sheet
 - b. City of Tulsa Residential Building Permit Application
 - c. Certification & Affidavit for Residential Building Permit
3. The Permit Center will contact the applicant when the permit is ready to be picked up. Permits can be mailed/faxed if requested.

B. Inspection requests: Call **596-1720** before 7:00 A.M. for same day inspections.

VI. REGISTRATION/PERMIT APPLICATION FORMS

The following forms are required for this program.

- A. Contractor Registration form
- B. Building Permit Application Data Sheet
- C. Application for Zoning Clearance Permit and Residential Building Permit
- D. Certification for Residential Building Permits
- E. Affidavit as to Easements, Dedications, and Rights of Way



**BUILDING PERMIT DATA SHEET
FOR THE
PROFESSIONAL RESIDENTIAL
BUILDER PROGRAM**

OFFICE USE ONLY
DATE: _____
A/P NO.: _____

Job Address: _____

I have provided the following site plans and documents with an application for a residential building permit. I understand that if any required plans or documents have been left out, it will cause a delay in the approval of my permit.

Please check all that apply:

- NEW RESIDENCE INTERIOR REMODEL ACCESSORY OTHER: _____
- A COMPLETED RESIDENTIAL BUILDING & ZONING CLEARANCE PERMIT APPLICATION
- A COMPLETED CERTIFICATION FOR RESIDENTIAL BUILDING PERMIT
- A NOTARIZED AFFIDAVIT AS TO EASEMENTS, DEDICATIONS AND RIGHTS-OF-WAY
- ADDRESS APPROVED BY HOUSE NUMBERING
- LEGAL DESCRIPTION
- DIMENSIONS, SCALE & NORTH ARROW

The following plans must be submitted:

- TWO COPIES OF THE PROPOSED SITE PLAN WITH A COMPLETE LEGAL DESCRIPTION
- TWO EXTRA SITE PLANS FOR PROPERTIES SERVED WITH A SEPTIC SYSTEM
- ENGINEERED PLANS, IF APPLICABLE

BUILDING DATA:

1. TYPE OF CONSTRUCTION: TYPICAL WOOD FRAME CONSTRUCTION
 OTHER- PLEASE EXPLAIN: _____
2. SQUARE FOOTAGE OF PROPOSED WORK: HEATED: _____ SF (1ST FLOOR) HEATED: _____ SF (2ND FLOOR)
UNHEATED: _____ SF PORCHES/COVERED PATIOS: _____ SF
3. HEIGHT OF STRUCTURE: _____
4. # OF STORIES: _____
5. IF ACCESSORY BLDG: HEIGHT FROM GRADE TO TOP OF TOP PLATE: _____

DATE	COMPANY NAME	
NAME OF APPLICANT	PHONE #	CONTRACTOR ACCT. #

Building Permit Certification



I Certify That I Am One of the Following:

- Owner or Lessee of the Property on Which Permit Work Is to Be Performed.
- Agent of the Property Owner or Lessee for Which Permit Work Is to Be Performed.
- Licensed Engineer or Architect Employed in Connection with the Work.

If the Application is made by a Person Other than the Owner, One of the Following must Be Provided:

- I Have Attached an Affidavit of the Property Owner for Which Permit Work Is to Be Performed.
- I Have Elected to Provide this Witnessed, Signed Statement.

Name of Owner: _____
Last Name First Name Phone

Address of Owner: _____ City _____ State _____ ZIP _____

Name of Lessee: _____
Last Name First Name Phone

Address of Lessee: _____ City _____ State _____ ZIP _____

Name of Corporate Officer: _____
Last Name First Name Phone

Address of Lessee: _____ City _____ State _____ ZIP _____

Name of Applicant: (Print)	Signature:	City Building Official:
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Affidavit as to Easements, Dedications and Rights of Way

I, _____ Being Duly Sworn upon Oath, State That I Have Researched and Examined or Caused to Be Researched and Examined All Recorded Documents and Instruments Relating to Said Real Property, and That All Recorded Easements, Dedications and Rights of Way Are Known to Me and Are Delineated on the Plot Plan Which Is a Part of the Application for Building Permit for New Construction and/or Enlargements of an Existing Building.
 It Is Understood That Issuance of Such Building Permit Does Not Authorize or Permit Construction of a Permanent Structure over or upon Any Easement, Dedication or Right of Way.

Subscribed and Sworn to Before Me this _____ Day of _____, _____.

_____ My Commission Expires: _____ Notary Public