

REQUIREMENTS FOR A COMMUNITY RESOURCE REFRIGERATOR PERMIT

1. The applicant must fill out the application in full, including all required attachments as listed on the application.
2. The refrigerator must be located on private, non-residential use property.
3. The applicant must obtain the property owner's permission and attach a signed acknowledgement from the property owner evidencing their consent to the property being used to house a community resource refrigerator.
4. If placed outside, the refrigerator must be plugged directly into (i.e., no extension cords) an appropriate outdoor outlet secured by an in-use receptacle cover.
5. Applicants must attach the following to their application:
 - a. A copy of the donation guidelines that the applicant plans on posting on the face of the refrigerator.
 - b. A signed acknowledgement by the property owner (if applicable) consenting to the use of the property for the purpose of housing a community resource refrigerator.
 - c. A site plan of the subject property with the proposed location of the community resource refrigerator clearly marked. Please see the document "How to print a site plan using the City's interactive GIS map" if you need help completing this step.
6. After securing a permit, the refrigerator must have the following information posted on the face of the refrigerator:
 - a. Language designating the refrigerator as a community resource refrigerator.
 - b. Food donation guidelines.
 - c. Contact information, including a phone number, to contact in the event that the community resource refrigerator is nonfunctioning or is in need of service.
 - d. Contact information for the City of Norman Code Compliance Department:

Code Compliance Contact Information:

405-366-5332

codecomplaints@normanok.gov