



## Storm Damage Repair Permits

Development Services Division – 225 N. Webster Ave., Norman, OK 73069 (405) 366-5311 (405) 366-5339

### Do I need a repair permit from the recent storms?

- Damage was limited to roof coverings (shingles/felt), broken windows, exterior siding/bricks.  
*NO PERMIT REQUIRED.*
- Damage occurred to any framing of walls, rafters, joists.  
*BUILDING PERMIT REQUIRED.* Application [here.](#)
- Damage is a total loss.  
*BUILDING PERMIT IS REQUIRED FOR A NEW SINGLE FAMILY HOME.* Application [here.](#)
- Damage only occurred to the Electrical Service.  
*ELECTRICAL PERMIT REQUIRED.*
- Do roof repairs require permit?  
*NO PERMIT IS REQUIRED SEE ROOFING FAQ [here.](#)*
- Do I need a demolition permit?  
*THE CITY OF NORMAN IS NOT OBLIGATING DEMOLITION PERMITS FOR WORK ASSOCIATED WITH THE FEBRUARY 26, 2023 STORM.*

### The electrical or gas utility (OG&E, OEC, ONG) removed my meter and says I need the City of Norman's approval before they reinstall it. What next?

1. Hire a licensed Electrician or Plumber.
2. They will obtain a permit with the City of Norman and then fix any of the damaged work.
3. The electrician or plumber will request an inspection. Once the inspection is completed and approved, the City of Norman will notify the utility to reinstall the meter.

### If the damages require a Building Permit what do I need to do?

- Apply for a Building Permit - Application for repair is [here.](#) Application for total loss is [here.](#)
- What other information do I need with the application:

**Site Plan:** In most cases, we can work with a Satellite View of the property, which shows property lines. Cleveland County's Website can help with this link [here.](#) The City of Norman's GIS website can also produce the same type plan link [here.](#) (If you are struggling to obtain a site plan email city staff at [review@normanok.gov](mailto:review@normanok.gov) and provide them the address of the property and request a site plan from them.)

**Scope of Work:** A description with supporting evidence about what the scope of the repair is going to be. Good supporting evidence may include pictures and/or insurance adjuster reports.

**Floor Plan:** In many cases, a floor plan will be needed if repairs are taking place to the living space of the house.

**Engineers Report:** If the damage is limited in scope such as a single rafter was cracked due to debris impact, an engineer's report may not be required. For all other occurrences, an engineer's report will be required to define the scope of the damages. Further, the report should provide for repair methods if the solutions are not prescriptive code solutions. Insurance companies will often utilize an engineer to determine the damages and scopes.

A copy of this engineering report may be utilized to satisfy this requirement. If you need to hire your own engineer and you or your contractor cannot find one, you may reach out to Development Services Staff. While we do not endorse any product, firm or individual, in this limited case we can offer a few names of engineers we have seen work locally.

### **What are the requirements for the party requesting a building permit? Do they have to be licensed or similar?**

- Owners acting as the general contractor do not have to be licensed or similar.
- General Contractors are required to provide proof of general liability and workers' compensation insurances consistent with State Statue 11-43-109.2 before a building permit is issued to them.

### **Where do I submit my permit application? Can I send it electronically?**

- Development Services is located at 225 N. Webster Ave, Norman OK 73069.
- Or you can email your application and attachments to [review@normanok.gov](mailto:review@normanok.gov)
- Staff is always happy to answer questions and assist. You can reach us at 405-366-5311 or (405) 366-5339.

### **What is the cost of a permit?**

- If the permit is being obtained as a result of the 2/26/23 storm damages then the permit fees will be waived. Please do communicate to staff the permit is in response to the 2/26/23 Storm damages to ensure we do not add fees to the permit.
- If you will be building back a larger structure than the original home there would be fees on the additional space. If on City sewer, the fee is a minimum \$1.14/sq. ft. for the additional space.

### **Will other permits be required in the rebuilding of my damages?**

- This will depend on the scope of work. If electrical, plumbing, or heat and air work is part of the project then licensed subcontractors would obtain permits under the issued building permit. Typically, if the building permit has been issued, this is an easy process for those contractors as there is the option to obtain their permits by phone.

### **After I have a permit, what inspections are required?**

- Repair work does not always follow the “normal” inspection sequence. In general terms, before framing, electrical, plumbing, heat and air work is covered by gypsum board (drywall) the work is inspected. General contractors and trade contractors are responsible to request the inspections when the work is ready. To get an idea of the normal inspections we do on a New Single Family see our inspection guide [here](#). If you are curious about what the inspection staff look for at different inspections see our inspection checklist [here](#).

### **How and when do I close out my permit?**

- Once your final inspections are completed and approved, your permit is eligible to receive a Certificate of Occupancy. A limited repair with only a building permit would only require a building final. If your permit included a building and an electrical permit then you must receive approved building and electrical final inspections. (If you have Plumbing/Heat and Air, those would require final approvals) Once the appropriate final Inspections are approved, the work will be eligible for a Certificate of Occupancy (CO). You can request the Certificate of Occupancy (CO) by calling 405-366-5339 or by emailing [building.permits@normanok.gov](mailto:building.permits@normanok.gov). If there are any reinspection fees they would have to be resolved before the CO is issued.