



Protective
Health Services
Oklahoma State
Department of Health

Oklahoma City-County
Health Department
921 NE 23rd Street, Oklahoma City, OK 73105
Telephone:(405) 425-4327 Fax:(405) 419-4227

OCCHD Web site: www.occhd.org



PLAN REVIEW APPLICATION FOR A LODGING ESTABLISHMENT
(effective July 11, 2008)

Establishment Name: _____

Street Address: _____ City: _____

APPLICANT INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone#: _____ Fax#: _____

CONTACT INFORMATION (IF DIFFERENT):

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone#: _____ Fax#: _____

TYPE OF CONSTRUCTION:

New Remodel Fire Restoration Addition Move-On Conversion

Existing Use of Land/Bldg: _____ Proposed Use of Land/Bldg: _____

COMMENTS: _____

I hereby certify that the statements in this application are true and correct.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

A copy of this application must be submitted with a
Fee of \$200.00 made payable to the
Oklahoma City-County Health Department (OCCHD).
All facilities must be inspected and licensed prior to operation.
Completion and submission of this form does not constitute
authorization to open a lodging establishment.

This fee is NON-REFUNDABLE!

DO NOT SEND CASH! SEND CHECK OR MONEY ORDER ONLY!
Mail payment to OCCHD 921 NE 23rd St, Oklahoma City, OK 73105

PLAN REVIEW GUIDELINES

The plan review application, plan review fee and building plans must be submitted to the health department before construction or work is started.

The building plans must be on a minimum of 8 1/2 inch by 11 inch paper.

The plans should include the following items:

1. A site plan that includes the water source and the method of sewage disposal.
2. A floor plan that indicates the location of all sinks and equipment. The sinks and equipment must be clearly labeled, marked or identified. Elevation drawings may be requested.
3. A plumbing plan showing the water and waste water connection to each fixture. Include the location of the floor drains.
4. A lighting plan.
5. A finish schedule which includes materials to be used for the floors, base, walls and ceilings.
6. A mechanical plan if the lodging establishment includes an indoor public bathing place.
7. Other information that may be required for the proper review of the proposed construction, conversion or modification.

TIP - Extra review time and phone calls can be avoided if your plans make clear what is proposed and what already exists. When the plans examiner can readily determine exactly what is proposed, the time spent getting clarification is saved.

Building plans do not need to be submitted if the project is located in a municipality that receives a set of plans for the health department as part of their review/permitting process.

However, the health department plan review application and fee must be submitted.

Approval of the plans and specifications by the Health Department does not indicate compliance with any other federal, state or local code, law or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). An inspection of the establishment will be necessary to determine if it complies with the laws governing lodging establishments. All application fees must be paid in full before a license to operate will be issued.