

Step-by-Step Guide for Outside Stakeholder Submittal Process

Step 1: Pre-Submittal Preparation

1. **Review of Regulations:** Download appropriate Oklahoma Administrative Code (OAC) chapter from the link [Authority \(oklahoma.gov\)](https://www.oklahoma.gov/authority) Review the applicable OAC regulations, codes, and standards for your submission.
2. **Choose Submittal Type:** Use the OAC Submission section to determine the appropriate type of submission.
3. **Gather Required Documentation:** Collect all necessary documents based on the submittal type according to the OAC Chapter you are following.
4. **(Optional) Request a Consultation:** If you have any questions or concerns about FGI requirements, request a consultation by submitting [a request form](#) along with the required fee. [ODH 1429 Plan Review Consultation Request.pdf \(oklahoma.gov\)](#)

Step 2: Submitting Your Documents

1. **Submit Application:** Complete and submit the formal plan review application along with required fees using the form [ODH 1428 Plan Review Submittal Form.pdf \(oklahoma.gov\)](#).
2. **Upload Your Documents:** You will receive two emails – one with a link to upload your documents via Box, and another with naming and formatting instructions.
3. **Required Documentation:** Ensure your submission includes a project description (in Word or PDF format) and all relevant OAC, Review Type and Stage/Submittal appropriate documents.

Step 3: Plan Review Process

1. **Code Compliance Review:** Your submitted documents will be reviewed to ensure they meet health and safety codes.
2. **Request for Additional Information:** If necessary, additional documents or revisions may be requested to ensure compliance, e.g. a functional program, Safety Risk Assessment (SRA), etc.
3. **Approval or Revisions:** If approved, you can proceed. If not, you will need to revise and resubmit the plans.

Optional Step: Requesting Courtesy Inspections:

1. After your plans are approved, you may request a courtesy inspection at different stages of construction to ensure compliance with the approved plans.

2. Submit a hard copy version of the form linked here [ODH 1431 Plan Review Courtesy Inspection.pdf \(oklahoma.gov\)](#) for all inspections.
3. **Inspection Focus:** Ensuring construction compliance with health and safety standards.
4. **Report of Findings:** A report is provided on any areas needing correction after the inspection.

Step 4: Requesting and Complete the Final Inspection:

1. **Requesting Final Inspection:** As construction nears completion, submit a request for the final inspection using the form provided earlier.
2. **Verification of Code Compliance:** During the final inspection, inspectors focus on verifying that the construction complies with all approved documents and relevant codes.
3. **Inspection Report:** A detailed report is prepared, identifying any deficiencies that need correction.
4. **Corrections and Re-Inspection:** If issues are identified, corrections must be made and verified through a re-inspection before licensing approval is granted.

Step 5: Post-Inspection and Licensing Review

1. **Final Inspection Report:** After the final inspection, you will receive a report outlining any issues that need correction.
2. **Licensing Approval:** If no corrections are needed, the final report will be sent to the licensing department for post plan review processing.