

## **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