



POST OFFICE BOX 850, COWETA, OKLAHOMA 74429. PH. (918) 486-2189 FAX (918) 486-5366
www.cityofcoweta-ok.gov

Permit Number:

CITY OF COWETA BUILDING PERMIT APPLICATION. SHADED AREAS OFFICE USE ONLY!

Property Location				Planning & Zoning			
Lot	Block	Tract/ Subdiv.		Zone:		Building Type	
Street (Address)			City/State/Zip	Set Backs (In Feet)			
				Front	Side	Side	Rear
Owner			Phone	Landscaping Details & Other Conditions Attached? Y / N N/A			
Mailing Address			City/State/Zip	Planning & Zoning Approved By: Date:			
Primary Contact/Architect/Contractor			Phone	Flood Management			
				Flood Zone: A B C X	Base Flood Elevation		
Mailing Address			City/State/Zip	Proposed Lowest Fin Flr Elv	Proposed Nrst Adj Grd Elv		
				Flood Zone Approved By: Date:			
Electrical	Name	Coweta License #		Engineering			
Contractor	Phone	State License #		Drainage &/or erosion control measures attached? Y / N N/A			
Plumbing	Name	Coweta License #		Engineering Approved By:			
Contractor	Phone	State License #					
Mechanical	Name	Coweta License #		Fire Department			
Contractor	Phone	State License #		Comments/ Approval received from Fire Department? Y / N N/A			
Description of Work				Building Official			
Existing use of land				Plan Check list Complete? Y / N N/A			
Proposed use of land/bldg				Living Area Sq Ft			
Size (Sq Ft)		No. of Stories		Garage Sq Ft			
No. of Families		Diameter of Proposed Culvert		Total Sq Ft			
<u>Type of Improvement (Please Underline)</u>				Estimated Cost			
New Commercial Construction	New Residential Construction	Commercial Remodel	Residential Remodel	Total Fee			
Plumbing (Gas)	Plumbing (Other)	Electrical	Mechanical	Building Official's / City Planner's Approval:			
Swimming pool	Demolition	Accessory Building	Fire Restoration	Date:			
Movers Permit	Mobile Home	Foundation Only	Temporary				

It is the responsibility of the owner/contractor to call for all necessary inspections. A Certificate of Occupancy must be obtained prior to use of the structure. Residential Building Permits require proof of contractor's general liability insurance and workers compensation insurance.

I hereby certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Coweta, and that all electrical, plumbing, mechanical, roofing and other building construction shall be performed by contractors licensed by the State of Oklahoma and registered with by the City of Coweta. With the execution of this building permit, I acknowledge and accept, as co-permittee, the terms and conditions of the stormwater pollution prevention plan.

Date: _____ Printed Name: _____ Applicant's Signature: _____

Building Permit Information This form is valid until 1/31/2011. Full details can be found on the City website at www.cityofcoweta-ok.gov

This application form must be submitted with all un-shaded areas filled out, signed & dated. You must designate the Primary Contact Person for each permit.

City of Coweta Design Criteria: Frost Depth: 16"; Ground Snow load =10lb/sq ft; Wind design speed = 90 mph with no effects; Seismic Design = Category B; Weathering =Moderate; Winter design temp = 13 deg F; Mean Annual Temp = 60 deg F

Codes Adopted: 2009 IRC, 2009 IBC, 2009 IFC, 2009 IPC, 2009 IFGC, 2009 IMC, 2009 IEBC, 2008 NEC

Omissions. Plans with missing or inadequate details will not necessarily be rejected as full compliance is both required and assumed whether all specific details are shown or not.

Residential Permit Submissions.

Submit 2 copies of the plot plan showing lot size, shape & location of the proposed construction. Show accurate dimensions of all yards, setbacks, rights of way and easements. Show existing buildings, if any.

Submit 2 copies of construction plans including footings, floor, wall and roof details, and electrical and plumbing fixtures.

One set of plans will be stamped as reviewed and will be returned with the Building Permit Approval.

Commercial Permit Submissions

Submit 4 copies of the plot plan showing lot size, shape & location of the proposed construction. Show accurate dimensions of all yards, setbacks, rights of way and easements. Show existing buildings, if any.

Submit 2 copies of construction plans including footings, floor, and wall and roof details. Provide electrical, HVAC and plumbing plans and design details, and all other pertinent information.

One set of plans will be stamped as reviewed and will be returned with the Building Permit Approval.

Please note that your project will be reviewed for compliance with local zoning codes. Please allow a minimum of two working days for residential and five working days for commercial permit reviews. All zoning requirements must be met before a permit will be issued, and all zoning requirements must be completed before a Certificate of Occupancy can be issued.

Office Use Only : Plan Review

Footings: Min 16" frost depth Rebar size & configuration Pier details if used

Slab: Rebar size & spacing PT Slab Unbalanced fill depth Basement/ crawl space details

Floors: Max spans, spacing & live loads reviewed Floor joist details provided

Walls: Stud size & spacing Header details Bracing Details Lateral Support

Roof: Max spans, spacing & live loads reviewed Truss Roof Cut Roof



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BUILDING PERMIT INFORMATION

For all permits, the most current City of Coweta Building Permit Application must be submitted with all unshaded areas filled out, signed and dated. You must designate the Primary Contact Person for each permit.

For residential permits, the following requirements must be met:

1. Submit one (1) copy of plot plan showing lot size, shape, and location.
2. Submit two (2) copies of construction plans including electrical and plumbing.
3. Show existing buildings, if any.
4. Show accurate dimensions of all yards, side yards, setbacks and easements.

For commercial permits, the following requirements must be met:

1. Submit two (2) copies of plot & construction plans which detail existing structures, proposed structures and/or additions and accurate dimensions of yard, side yard, setbacks and easements.
2. The construction plans shall detail size and type of foundation, construction of walls, ceilings, roofs, header sizes, window sizes and type, HVAC systems and all other pertinent information.
3. When adding onto an existing building, clearly show the lighting and ventilation of the space being added.

Please note that your project will be reviewed for compliance with local zoning codes. Please allow a minimum of two (2) working days for residential and five (5) working days for commercial permit reviews. All zoning requirements must be met before a building permit will be issued. If you have any questions concerning compliance with local zoning codes, please contact City Hall at (918) 486-2189. This information is also available on our website which is www.coweta.lib.ok.us.

ORDINANCE NO. 583

ORDINANCE ADDING SECTION 17-214(A) TO THE CODE OF ORDINANCES OF THE CITY OF COWETA, REQUIRING SANITARY SEWAGE POP-OFF DEVICE AND DECLARING AN EMERGENCY

WHEREAS, the City of Coweta maintains a sanitary sewer system for the benefit of the residents of the City of Coweta;

WHEREAS, a pop-off device is a necessary component for the protection of individual connections to the City of Coweta sewer system; and

THEREFORE, be it ordained by the City Council of the City of Coweta that the Ordinances of the City of Coweta are hereby amended as follows:

1. Section 17-214 is hereby added to the Code of Ordinances of the City of Coweta, with Section 17-214(A) to read as follows:

SECTION 17-214(A)

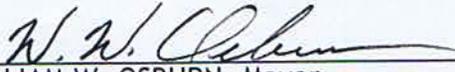
All private service lines connected to the City of Coweta public sewer system shall include a pop-off device, or other city-approved backflow prevention device, connected to the sanitary sewer clean out, to protect against backflow. Said device shall be of sufficient size and quality to prevent backflow to individual residences or businesses. All installed pop-off devices shall be registered with the City of Coweta and properly maintained and secured by said property owner.

2. As a means of implementing this ordinance, the City shall provide a utility credit in an amount equal to the cost of purchase of said device, not to exceed twenty-five dollars, for those utility customers who present proof of purchase prior to December 31, 2002.

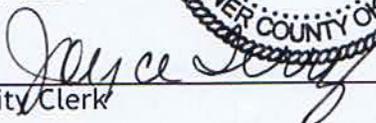
3. Failure to meet the conditions of this ordinance effectively exempts the City of Coweta from all liability in the event of a sanitary sewer back-up.

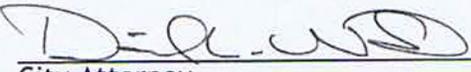
4. An emergency exists for the preservation of the public health, peace and safety, and therefore, this Ordinance shall become effective from and after the time of its passage and approval.




WILLIAM W. OSBURN, Mayor

ATTEST:


City Clerk


City Attorney

This Ordinance was voted on and approved by the City Council of the City of Coweta on the 15th day of July, 2002, with separate vote and approval of the emergency clause on that date.

EXHIBIT A
PARK AND RECREATION FEE

The Park and Recreation Fee shall be assessed and paid as follows:

1. Applicability and Amount Fee

Before a building permit is issued to construct any residential dwelling or commercial facility, the Park and Recreation Fee shall be paid for, and included in, the building permit application in the following amount:

Single-Family Dwelling	\$50.00 + \$25.00 per bedroom
Duplex Dwelling	\$150.00 + \$25.00 per bedroom
Multi-Family Units	\$200.00 per dwelling unit
Mobile or Manufactured Homes	\$200.00 per lot or space
Commercial Facility	\$.01 cent per square foot of building

2. Determination of the Fee

a. The number of bedrooms in each proposed dwelling unit shall be determined from the building plans filed with the building permit application and shall include as bedrooms, all rooms, however labeled on the plans (other than living rooms, dining rooms, dens, kitchens, and bathrooms), that are suitable for conversion to bedrooms. The number of bedrooms attributable to a unit shall include not only those areas labeled as bedrooms on the plans, but may include any area in the dwelling unit that (because of size, location, facilities, or relationship to other areas of the dwelling unit) is deemed divisible so as to create one or more additional bedrooms.

b. In the case of mobile or manufactured homes, the \$200.00 fee, per lot or space, shall be paid before the moving permit is issued or at the platting stage of the development. The applicable fee will be required to be paid before the final plat of a new manufactured home subdivision/park is signed and released for recording.

c. The total amount of the Park and Recreation Fee shall be determined by the Building Inspector of the City of Coweta based upon the plans submitted with the building permit application. If the applicant does not agree with the required fee, as determined by the Building Inspector, the decision of the Building Inspector may be appealed to the Coweta Board of Adjustment.

RESOLUTION NO. 2002-27

A RESOLUTION ESTABLISHING FEES AND COSTS CHARGED BY THE CITY OF COWETA FOR CITY OF COWETA SERVICES.

WHEREAS, the City Council of the City of Coweta has reviewed various fees charged for Park and Recreational Facilities to serve the community.

WHEREAS, as land is developed for residential and commercial use, the need for additional park land and improved recreational facilities to serve the community is created. In order to provide funds for this need, a Park and Recreation Fee shall be imposed on each building permit.

WHEREAS, the Parks and Recreation Board has reviewed and recommended the following fee schedule to ensure the City of Coweta will recover its expenses involved with maintaining the communities parks and development of additional parks and recreational facilities within the City.

NOW, THEREFORE, be it resolved by the City Council of the City of Coweta, Oklahoma, that the additional fees listed in Exhibit A hereto are established for various park and recreation facility services, and are hereby established as fees to be charged by the City of Coweta for park and recreation facility development.

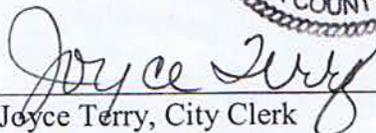
BE IT FURTHER resolved that the new park and recreation fee will be included in and made a part of Resolution 2001-41, a resolution establishing fees and costs charged by the City of Coweta for City of Coweta Services, which was previously approved by the Coweta City Council.

BE IT FURTHER resolved that the City Manager is authorized to charge any additional fees, or to adjust current fees, as needed, to ensure the City of Coweta will recover its expenses for municipal services.

PASSED AND APPROVED by the Coweta City Council this 18th day of November, 2002.

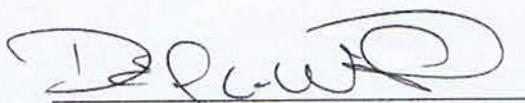
ATTEST:




Joyce Terry, City Clerk


W.W. Osburn, Mayor

APPROVED AS TO FORM:


David Weatherford, City Attorney



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October 3, 2005

To All Builders

Dear Builder:

Concerning utility charges which are assessed during new residential construction:

Once a water meter is set at a residential construction site, the City of Coweta will immediately begin billing the builder for water and sewer service only. However, once a "final all trades" inspection has been approved by the City of Coweta, the developer will then be billed for all services unless the account is discontinued by the developer or a new homeowner establishes utility service at that address.

Sincerely,

Tom Young
City Planner

Contractor:

We are pleased that you have decided to build in the City of Coweta. Coweta is a fast-growing, family-oriented community and we believe that you will enjoy your time here. If there is any way that we can be of assistance to you, please do not hesitate to ask.

Attached you will find all the information you should need on our permitting process.

The City of Coweta, like most all communities in Oklahoma, relies on sales tax for most of its financial support. Therefore, we would like to take this opportunity to point out to you that in the State of Oklahoma **sales tax is payable at the POINT OF DELIVERY**. What that means to you is that if you order your materials to be delivered to the jobsite here in Coweta, you should be paying City of Coweta tax on those materials. The Coweta tax rate is currently 8.65%. Please ensure that the vendors you use charge you Coweta tax at that rate. Please remember that delivery is the key; if you take the materials with you from the store you should pay tax to that local jurisdiction. If you or any of your vendors have any questions regarding this issue, please direct them to the Coweta City Clerk at (918)486-2189 or to the Oklahoma Tax Commission at (405) 522-6600.

Again, we are glad you are here and want you to know that we are here for you.

City of Coweta

City of COWETA

Insurance Verification Form

Name of Insured _____

Telephone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Contractor Federal/State Employer Identification Number (EIN) _____

Worker's Compensation Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Policy No. _____ Amount of Coverage _____

Policy Effective Date _____ Policy Expiration Date _____

General Liability Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Policy No. _____ Amount of Coverage _____

Policy Effective Date _____ Policy Expiration Date _____

An Act

ENROLLED SENATE
BILL NO. 306

By: Leftwich of the Senate

and

Jordan of the House

An Act relating to cities and towns; requiring verification that certain contractors have certain insurance or exemption verification documentation; providing exemption; providing for certain fee; exempting entities from certain liability; providing for codification; and providing an effective date _____

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 43-109.2 of Title 11, unless there is created a duplication in numbering, reads as follows:

A. Any entity that issues building permits shall, before issuance of a residential building permit, obtain a certificate of insurance from the appropriate insurer that the contractor has general liability insurance in an amount required by other construction trade contractors licensed by the Construction Industries Board and that the contractor has workers' compensation insurance or a workers' compensation exemption verification document. A residential building permit shall be defined for this section as any building permit for a single-family or a duplex residential structure and shall include construction of a new structure, remodel of an existing structure, and the addition to an existing structure. Not included under the definition of a residential building permit are a single-family or a duplex carport, patio cover, storage building, accessory building, pool, or fence.

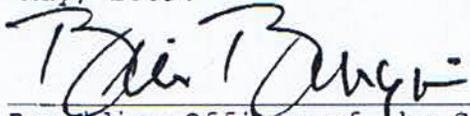
B. This provision shall not apply to a person or persons performing the construction or remodeling to his, her, or their own existing single-family or duplex structure on their own property, unless the modifications are being performed by and the permit acquired by a general contractor or subcontractor, in which case the general contractor or subcontractor shall meet the requirements set forth in this section.

C. If the entity should require a contractor to register in order to monitor insurance verifications, the registration fee shall not exceed the fee assessed by the entity for other construction trade contractors licensed by the Construction Industries Board.

D. The entity shall not be liable if the documentation provided is false or if the general liability insurance or workers' compensation insurance lapses after the building permit is issued.

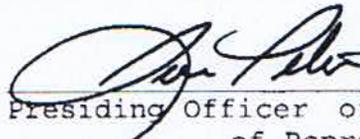
SECTION 2. This act shall become effective November 1, 2009.

Passed the Senate the 6th day of May, 2009.



Presiding Officer of the Senate

Passed the House of Representatives the 11th day of May, 2009.



Presiding Officer of the House
of Representatives

OFFICE OF THE GOVERNOR

Received by the Governor this 12th
day of May, 2009,
at 3:38 o'clock P M.

By: [Signature]

Approved by the Governor of the State of Oklahoma the 18th day of
May, 2009, at 3:06 o'clock P M.

[Signature]
Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Secretary of State this _____
18th day of May, 2009,
at 3:18 o'clock P M.

By: M. Brian Love



Oklahoma Uniform Building Code Commission

David Timberlake, P.E.
Chairman

Brad Henry
Governor

March 8, 2010

To: Each Jurisdictional Entity That Collects Construction Permit Fees in the State of Oklahoma

A new state law was passed in June of 2009 creating the Uniform Building Code Commission. The purpose of the new Uniform Building Code Commission is to establish a set of minimum building code standards that would be enforced throughout the State of Oklahoma.

It will take some time in order to establish all of the procedural rules and policies of the Uniform Building Code Commission and set up the Technical Committees required to review and adopt the minimum building code standards. A website address has been established, but at the present time the website will be "under construction".

The law also established that a fee would be collected on all construction or building permits to be paid into the Oklahoma Uniform Building Code Commission Revolving Fund by any jurisdictional entity within the State of Oklahoma issuing construction or building permits. A letter from the State Treasurer authorizing the OUBCC to collect these funds is also attached.

Pursuant to State Statute 59 O.S. SS 1000.23 and 1000.25 also known as the Uniform Building Code Commission Act; and in accordance to the Emergency Rules Title 748 of the Uniform Building Code Commission (UBCC) signed into effect by Governor Brad Henry on January 12, 2010, you are required to collect a \$4.00 (four dollars) fee for each construction or building permit issued by your office as defined in the attached draft of the UBCC Emergency Rules.

You are to begin collection of this fee for each permit issued after April 1, 2010. Beginning May 1, 2010 you are to remit the monies collected for the preceding month to the address listed below:

Oklahoma Uniform Building Code Commission
P.O. Box 268946, Oklahoma City, OK 73126-8946
(Note: This address is different from normal mailing address)
Telephone: (405) 271-1595

Payments to the Oklahoma Uniform Building Code Commission Revolving Fund shall be due on the twentieth (20th) day of each month for the fees collected during the preceding calendar month. There shall be a late fee imposed for failure to make timely payments. The late fee shall be one percent (1%) of the principal amount due per day beginning from the tenth day after payment is due and accumulating until the late fee reaches one hundred percent (100%) of the principal amount due.

As established in the State Statute, each jurisdictional entity is allowed to collect up to an additional \$.50 (fifty cents) as an administrative fee on each permit reported.

The attached Jurisdictional Entity Permit Fee Report (or an electronic digital form as may be created) will accompany your check or money order for fees collected every month. This form shall be sent every month even if no monies were collected for the preceding month.

Also attached, are examples indicating permit fee calculations in some hypothetical situations.

Sincerely,

David Timberlake, Chairman



David Timberlake, P.E.
Chairman

Oklahoma Uniform Building Code Commission

Brad Henry
Governor

JURISDICTIONAL ENTITY PERMIT FEE REPORT

FOR THE MONTHLY COLLECTION PERIOD OF _____

	NUMBER OF PERMITS	FEE	TOTAL FEE
Residential building permits		\$4.00	
Residential plumbing permits		\$4.00	
Residential mechanical permits		\$4.00	
Residential electrical permits		\$4.00	
Commercial building permits		\$4.00	
Commercial plumbing permits		\$4.00	
Commercial mechanical permits		\$4.00	
Commercial electrical permits		\$4.00	
Fire protection system permits		\$4.00	
Swimming pool permits		\$4.00	
Permit fees waived by jurisdiction		\$0.00	
Total Permits Issued		Total Fee Remitted	
Total number of collection fees imposed		\$0.	

Monthly reports are required even if no fees were collected.

Received From:

Jurisdiction: _____

Address: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

Make check or money order (do **not** send cash) payable to:

Oklahoma Uniform Building Code Commission

P. O. Box 268946, Oklahoma City, OK 73126-8946

(Note: This address is different from normal mailing address)

Telephone: (405) 271-1595

Payments to the Oklahoma Uniform Building Code Commission shall be due on the twentieth (20th) day of each month for the fees collected during the preceding calendar month. There shall be a late fee imposed for failure to make timely payments. The late fee shall be one percent (1%) of the principal amount due per day beginning from the tenth day after payment is due and accumulating until the late fee reaches one hundred percent (100%) of the principal amount due.

OKLAHOMA UNIFORM BUILDING CODE COMMISSION

EXAMPLES OF PERMIT FEE CALCULATION

These are only examples of a few of the unlimited number of possible situations encountered.

1. New Single Family Residence:

Building permit	\$4.00
Plumbing permit	\$4.00
HVAC permit	\$4.00
<u>Electrical permit</u>	<u>\$4.00</u>
Total:	\$16.00 Fee

2. HVAC Replacement in an Existing Single Family Residence (requiring new electrical disconnect and installation of a floor drain for condensate):

Plumbing permit	\$4.00
HVAC permit	\$4.00
<u>Electrical permit</u>	<u>\$4.00</u>
Total:	\$12.00 Fee

3. Multi-Family Apartment Complex (consisting of 3 buildings – each with an automatic fire suppression system and separate utility metering for each of the 8 units in each building):

Building permits	\$4.00 x 3 = \$12.00
Plumbing permits	\$4.00 x 24 = \$96.00
HVAC permits	\$4.00 x 24 = \$96.00
Electrical permits	\$4.00 x 24 = \$96.00
<u>Fire protection permits</u>	<u>\$4.00 x 3 = \$12.00</u>
Total:	\$312.00 Fee

4. Commercial Office Building (with an automatic fire suppression system):

Building permit	\$4.00
Plumbing permit	\$4.00
HVAC permit	\$4.00
Electrical permit	\$4.00
<u>Fire protection permit</u>	<u>\$4.00</u>
Total:	\$20.00 Fee

5. Complete demolition and remodel of an existing retail tenant space in a strip shopping center:

Building permit	\$4.00
Plumbing permit	\$4.00
HVAC permit	\$4.00
<u>Electrical permit</u>	<u>\$4.00</u>
Total:	\$16.00 Fee

6. Public school in a jurisdiction with a fee waived for permits and inspections on public schools. In this example, the jurisdiction is collecting no money for permits or inspections on this construction project:

Total:	\$0.00 Fee
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(If the jurisdiction has an ordinance in place that certain construction permits will be "FEE WAIVED" on specific projects, then no permit fee will be assessed by the OUBCC).



OKLAHOMA TAX COMMISSION

NOTICE TO CITY/COUNTY CLERKS ISSUING BUILDING AND OCCUPANCY PERMITS

Pursuant to the passage by the Fifty-second Oklahoma Legislature of Senate Bill 1900, attached is a notification to be provided, beginning November 1, 2010, to person(s) applying for a building permit for new construction or remodel projects valued at \$50,000 or more. The notice sets forth a non-exclusive list of state and local taxes which may be imposed against building permit applicants.

Further, upon issuance of an occupancy permit, if unsure that the applicant has fulfilled their tax obligations and/or registration requirements with the State of Oklahoma, please advise the Tax Commission. To report possible noncompliance, please call (405) 522-5098 and leave a message or forward an email to otcmaster@tax.ok.gov.

A copy of this notice may also be found under the Public Reports Section of the Tax Commission website at www.tax.ok.gov.

Please contact the Compliance Division at (405) 522-4146 should you need additional information.

Oklahoma Tax Commission
Compliance Division
2501 N Lincoln Blvd.
Oklahoma City, Oklahoma 73194

NOTICE TO BUILDING PERMIT APPLICANTS

Set forth below is a non-exclusive list of state and local taxes and associated registration requirements to which building permit applicants may be subject:

Pursuant to the Sales and Use Tax Codes persons who perform any improvement to real property and who, as a necessary and incidental part of performing such improvement, incorporates tangible personal property belonging to or purchased by the person into the real property being improved is deemed to be a contractor. Contractors are the taxable consumer/user of all items of tangible personal property and taxable services used to complete the project.

SALES TAX-Unless otherwise exempt, contractors owe state and local sales tax, as applicable, on taxable purchases in Oklahoma of materials and equipment.

USE TAX - Unless exempt from the tax levy, contractors purchasing items for use, consumption, or storage in Oklahoma from retailers outside of Oklahoma are subject to Oklahoma use tax. Contractors making purchases from outside Oklahoma, from a vendor that is not required to collect Oklahoma use tax, must accrue and remit Oklahoma state and any local use tax on the materials purchased. **Contractors making purchases of tangible personal property outside the State of Oklahoma for their own use or consumption in Oklahoma must apply with the Oklahoma Tax Commission for an Oklahoma Use Tax Account to report and remit their use tax on a monthly basis. There is no fee for this account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at www.tax.ok.gov. A permit is not issued but a consumer use tax account will be issued applicant for tax reporting and remittance purposes.**

WITHHOLDING TAX- Businesses which employ or will employ one or more individuals in the State of Oklahoma are under a duty to deduct and withhold income tax from the wages paid each employee. The amount of tax to be withheld is determined in accordance with the table devised by the Tax Commission. **These businesses/employers must apply for a withholding tax account. Application is made by submitting to the Taxpayer Assistance Division, Oklahoma Tax Commission, 2501 N Lincoln Blvd., Oklahoma City, OK 73194, a completed Business Registration, Packet A available telephonically at (405) 521-3160 or online at www.tax.ok.gov. A permit is not issued, but the employer will be issued an account using its FEIN for the purpose of reporting and remitting withholding tax.**

INCOME TAX-An income tax is imposed upon the "Oklahoma taxable income" of every resident or nonresident individual and upon every corporation doing business in Oklahoma or deriving income from sources within the State. 68 O.S. § 2355.

AD VALOREM-Local ad valorem taxes may be applicable; check with the county assessor in the county in which the project is located.

ADDITIONAL REQUIREMENTS FOR NONRESIDENT CONTRACTORS

A **NONRESIDENT CONTRACTOR** is any contractor whose principal place or places of business are outside Oklahoma or a multi-state employer who does not maintain a permanent work force of three or more employees in Oklahoma. These individuals or companies must provide the following information before beginning a contractual project in Oklahoma:

1. A completed **Business Registration, Packet N** if an Oklahoma registration is not current.
2. A **Notice of Contract Award** to each of the following Agencies.
 - A. Oklahoma Tax Commission, Registration Section (405) 522-0377
 - B. Oklahoma Employment Security Commission (405) 557-7200
 - C. Oklahoma Department of Labor, Worker Compensation Division (405) 528-1500
 - D. The County Assessor Office of the county in which the work is to be done.
3. A **Notice of Contract Form BT175**
4. A **surety bond is required on contracts over \$100,000**. Provide a **Nonresident Contractor Surety Bond Form BT163** in the amount of three times the estimated tax liability to be incurred under your contract or ten (10%) of the amount of the contract. A worksheet to estimate the nonresident contractor tax liability may be obtained from the Taxpayer Assistance Division of the Oklahoma Tax Commission.
5. **Notice of Completion Form BT176** when contract is complete. The Surety may be canceled at the time of completion; however, it may not be released by the Oklahoma Tax Commission until one year **after** the mailing of the completion notice.

The referenced nonresident contractor forms are available telephonically at (405) 521-3160 or online at www.tax.ok.gov.

Nathan Powell
Administrator



Brad Henry
Governor

State of Oklahoma Construction Industries Board

September 27, 2010

For Immediate Release
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ROOFING CONTRACTORS TO BE REGISTERED BY STATE IN ORDER TO DO BUSINESS IN OKLAHOMA

Roofing contractors in Oklahoma will soon be required to be registered with the Oklahoma Construction Industries Board (CIB) to perform roofing work in the state.

According to CIB Administrator Nathan Powell, the agency expects to begin accepting applications for registration on December 7, 2010 and to issue registrations to contractors effective January 1, 2011. Contractors will be required to renew their registration by June 30, 2011.

Powell stressed that the roofing program is not a licensing program like the CIB administers for electricians and plumbers. "This program operates principally by providing information to the consumer regarding the roofing contractors who register legally with the state and provide proof of the required insurance coverage," Powell said.

The Roofing Contractor Registration Act (RCRA) was signed into law by Governor Henry on June 10, 2010. The RCRA Act is available for viewing and download on the CIB website www.ok.gov/cib. Information regarding implementation of RCRA will be posted there as it becomes available.

The bill creates a procedure whereby resident and nonresident roofing contractors are required to obtain a valid registration from the CIB in order to act as a roofing contractor in the State of Oklahoma. While the registration is administered by the CIB, failure to register is a misdemeanor punishable by a fine of up to \$500.00, which would be initiated by the appropriate district attorney's office having jurisdiction.

To obtain the registration, the contractor must submit their qualifications, show evidence of liability insurance of no less than \$500,000.00, show evidence of workers' compensation insurance coverage or exemption from coverage, provide certain information and meet other criteria as specified in the RCRA. The business must register annually.

Fees for contractor registration will not exceed \$300 for an annual registration. Registrations issued between January and April of 2011 will be processed with reduced fees since the initial registrations will only be valid until June 30, 2011. All Contractors, except those which are granted initial registrations in May or June of 2011, will be required to renew their registration by June 30, 2011. Contractors issued initial registrations in May or June of 2011 will pay the full registration fee, but those registrations will expire on June 30, 2012..

The CIB will maintain a publicly available Registry of Qualified Roofing Contractors containing all legally registered roofing contractors. The Registry will be a record of all roofing contractor registrations and information maintained on individual roofing contractors. The registry will be open to inspection by the public, available on the CIB website and will include a record of convictions or adjudications against a registered contractor for violations of the RCRA.

Certain acts by a roofing contractor may lead to revocation, suspension or denial of the contractor's registration. Under RCRA, verified complaints are filed to the CIB alleging such actions or omissions. Upon receiving a complaint, the CIB will provide the contractor with an opportunity to respond in writing to the complaint. A copy of the complaint and the response are then referred to the district attorney for action. The prohibited acts and omissions include:

- Abandonment of a roofing contract without a legal excuse after a deposit of money or other consideration has been paid;
- Diversion of funds or property entrusted to a roofing contractor;
- Engaging in fraudulent or deceptive acts or practices;
- Making false or misleading statements in a registration application, renewal application or in solicitation for contract;
- Adjudication by a court for a violation of the act;
- Engaging in work without a valid registration or performing roofing services while their registration is suspended or revoked;
- Engaging in work without a proper permit;
- Failure to comply with Oklahoma tax laws; and,
- Failure to carry adequate insurance to cover injuries and damages.

Upon any judgment against the roofing contractor for violation of the RCRA, the CIB may suspend, revoke or deny registrations when so ordered by the court and update the Registry of Qualified Roofing Contractors accordingly.