



**Oklahoma Uniform  
Building Code Commission**

David Timberlake, P.E.  
Chairman

Mary Fallin  
Governor

September 19, 2011

RE: Late fees due for permit reports and payments filed late

Dear Mr./Ms.

On behalf of the Commission, I want to thank your state agency, municipality or political subdivision for complying with State law in filing permit reports and payments. However, the statute requires that all reports and payments be submitted monthly. I need to point out that Title 59 O.S. § 1000.26 states “Deposits to the Oklahoma Uniform Building Code Commission Revolving Fund shall be due on the twentieth 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 deposits... Such late fee shall be one percent (1%) of the principal amount due per day beginning from the tenth day after the payment is due and accumulating until the late fee reaches one hundred percent (100%) of the principal amount due”.

The law does give a short 10-day grace period after the due date. However, your report and payment were not received within that grace period.

Attached, you will find an invoice showing the reports that were submitted late, the date the report was due, the date it was received, the number of days late, the amount paid, the 1% late fee per day, and the total amount due. Please remit your payment of late fees no later than October 31, 2011.

If there is some reason that your state agency, municipality or political subdivision cannot pay the amount due in the time frame specified by the law, please notify our office.

Best,

Billy Pope,  
Chief Executive Officer

Enc.