David Timberlake, P.E.
Chairman

Oklahoma Uniform Building Code Commission

Mary Fallin
Governor

September 20, 2012

Re: Jurisdiction Reporting of Building Permits and Collection of Fees

The Oklahoma Uniform Building Code Commission (OUBCC) was created in 2009 (59 O.S. § 1000.20-29, ((OSCN 2010)) Oklahoma Uniform Building Code Commission Act) to establish a set of minimum building code standards to be in force throughout the State of Oklahoma. As a result of the commission's work, the legislature approved proposed residential building codes last year with an effective date of July 15, 2011. With the completion of the same review process for commercial building codes, the legislature recently approved proposed minimum commercial codes with an effective date of November 1, 2012. In the effort to facilitate standardization of codes state-wide, those codes or a stricter version are to be adopted by each jurisdiction or political entity in Oklahoma, (59 O.S. § 1000.23 ((OSCN 2010)) Oklahoma Uniform Building Code Commission – Powers and Duties – Standards and Requirements).

In addition to creating standardized minimum codes for the state, the commission is charged with collecting monthly building permit reports and applicable fees from every jurisdiction that issues building permits. In addition to a jurisdiction's regular permit fee for a given permit, a fee is to be collected from the purchaser on behalf of the OUBCC and is to be submitted by the jurisdiction with its monthly report. The fee amount for the OUBCC is $4.00 per permit; the law gives a jurisdiction the option to collect an additional $0.50 as a handling fee. All issuing jurisdictions have the duty to send a report for each calendar month beginning with April 2010 through the present. A copy of the reporting form is enclosed along with a sample completed form.

For counties that do not issue building permits, the requirement is that a letter dated and signed by the county clerk, attorney, commissioner or any other person authorized to speak for the jurisdiction be on file with our agency. This letter will document the reason your county is not reporting monthly.

Example language is:

> "The County of _____ does not issue building permits. We will notify the OUBCC if that status should change."

Mail to Oklahoma Uniform Building Code Commission, P.O. Box 700007, Oklahoma City, OK 73107.

Please visit the OUBCC Web site for more information about the commission, the codes adopted for the State of Oklahoma and the building permit reporting process: http://ok.gov/oubcc/

2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107 Phone 405-521-6501 Fax 405-521-6504

For more information regarding the required reports, please contact Mary Oberly at the OUBCC by calling (405) 521-6501 or by emailing her at mary.oberly@oubcc.ok.gov.

We hope to hear from you soon regarding this matter and are ready to assist.

Sincerely,

Billy Pope
Chief Executive Officer
Oklahoma Uniform Building Code Commission

Enclosures: Chairman's letter of March 2010
Jurisdiction reporting form
Sample completed reporting form
Information regarding fees assessed for late reports

Sample Certification Letter to Accompany Ordinances and Orders Adopting Building Codes

Pursuant to the requirements of OAC 748: 15-1-2, Ordinances and Orders adopting building codes, a certification letter and a certified copy of the meeting minutes in which meeting each ordinance or order was adopted, shall, upon adoption, be sent to the Oklahoma Uniform Building Code Commission by first-class U.S. mail to P.O. Box 700007, Oklahoma City, OK 73107.

For Cities and Towns Adopting Building Codes by Ordinance:

_____, 20___

Oklahoma Uniform Building Code Commission

I the undersigned certify that the attached is a true and correct copy of the ordinance(s) adopting each and every building code adopted by (City of_____/Town of _____) by Ordinance(s)#_____ on _____, 20___.

_____
Signature of Mayor, Board President or Municipal Attorney

_____
Printed Name of Mayor, Board President or Municipal Attorney

_____
Title: Mayor, Board President or Municipal Attorney

For Counties Adopting Building Codes by Order:

_____, 20___

Oklahoma Uniform Building Code Commission

I the undersigned certify that the attached is a true and correct copy of the order(s) adopting each and every building code adopted by (County of _____) by Order(s)#_____ on _____, 20___.

_____
Signature of County Commission Chairman or District Attorney

_____
Printed Name of County Commission Chairman or District Attorney

_____
Title: County Commission Chairman or District Attorney