



## 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 (20<sup>th</sup>) 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,

A handwritten signature in black ink, appearing to read "David Timberlake".

David Timberlake, Chairman

# 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

(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).



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Brad Henry Governor

JURISDICTIONAL ENTITY PERMIT FEE REPORT

FOR THE MONTHLY COLLECTION PERIOD OF \_\_\_\_\_

Table with 4 columns: Description, NUMBER OF PERMITS, FEE, and TOTAL FEE. Rows include Residential building permits (\$4.00), Commercial building permits (\$4.00), etc., ending with 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

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