



**Oklahoma Uniform  
Building Code Commission**

David Timberlake, P.E.  
Chairman

Brad Henry  
Governor

March 29, 2010

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

Due to the unexpected, recent requests that the Uniform Building Code Commission has received regarding hardship in commencing collection of the permit fees, the following motion was passed at the special meeting of the UBCC on March 26, 2010:

“Motion is made that the Commission take no action and impose no penalties against any state agency, municipality or political subdivision to allow those entities time to commence fee collections, provided that the Commission’s forbearance of action and penalty imposition shall not continue past May 31, 2010.”

If permit fees are collected as first requested beginning April 1, 2010, then they shall be remitted along with the monthly report form 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

If jurisdictions find it necessary to wait to begin collection of permit fees until June 1, 2010, then the June monthly report form and fees would be due beginning on July 1, 2010, and remitted to the address above. Permit fees would not be retroactive beyond the date from which the jurisdiction begins their fee collection.

Any questions regarding the permit fee collection process can be directed to the telephone number above. Any correspondence to the UBCC other than permit fee forms and proceeds should be sent to:

Oklahoma Uniform Building Code Commission  
P. O. Box 60410, Oklahoma City, OK 73146

Our website at [oubcc.ok.gov](http://oubcc.ok.gov) will soon be operational.

Sincerely,

David Timberlake, Chairman