

MEMORANDUM

TO: ACTIVE CONTRACTORS

FROM: JANIS HUBBARD, ADMINISTRATOR
CONSTRUCTION INDUSTRIES BOARD

RE: NOTIFICATION FORMS

September 1, 1993, Senate Bill 135 amended the Plumbing, Electrical, and Mechanical Licensing Acts to require that any individual, business, company, corporation, association, or other entity shall provide notice to the Construction Industries Board when installing, modifying, or altering plumbing, electrical, or mechanical systems in any incorporated area of this state which does not require a permit and have an appointed inspector to perform inspections.

Simply stated, if you are performing certain plumbing, electrical, or mechanical work on any property in cities or towns that have not adopted a nationally recognized code, do not require permits, or perform inspections, it will be necessary for you to notify the Construction Industries Board of the work.

If the work is to be concealed, notification is required 72 hours before the work is concealed; otherwise notification is required within seven (7) days of commencement of work.

Notification will not be required for normal minor repair work, which does not violate the manufacturer's requirements.

The notification form included on the back of this memorandum lists the types of work for which notification is required. We have included the investigator's areas and their cell phone numbers. If you have questions, feel free to contact your area investigator.

(THE NOTIFICATION FORM ON THE REVERSE SIDE CAN BE DUPLICATED)

Division	Investigator	Cell Phone Number	Counties Served
Electrical	Ron Morris, Supervisor	(405) 640-9169	Cimarron, Texas, and Beaver
Electrical	David Fox	(405) 919-4861	Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Latimer, Leflore, McCurtain, Pittsburg, Pushmataha
Electrical	Jason Smith	(580) 744-0441	Carter, Cleveland, Garvin, Grady, Jefferson, Johnston, Love, Marshall, McClain, Murray, Pontotoc, Pottawatomie, Seminole, Stephens
Electrical	Derric Pruitt	(405) 919-1139	Blaine, Canadian, Dewey, Ellis, Harper, Kingfisher, Logan, Major, Oklahoma, Woodward
Electrical	Clifford Foster	(405) 761-2288	Alfalfa, Garfield, Grant, Kay, Lincoln, Noble, Osage, Pawnee, Payne, Washington, Woods
Electrical	David Stewart	(405) 659-2916	Beckham, Caddo, Comanche, Cotton, Custer, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita
Electrical	Chris Wyre	(918) 285-1556	Adair, Cherokee, Craig, Creek, Delaware, Mayes, McIntosh, Muskogee, Nowata, Okfuskee, Okmulgee, Ottawa, Rogers, Sequoyah, Tulsa, Wagoner
Mechanical	Gary Kirk, Supervisor	(405) 659-2631	N/A
Mechanical	Timothy Mahoney	(405) 623-7742	Candian, Cleveland, Lincoln, Logan, McClain, Oklahoma, Payne, Pottawatomie, Seminole
Mechanical	Dale Hudson	(405) 659-2687	Beckham, Caddo, Comanche, Cotton, Custer, Greer, Harmon, Jackson, Jefferson, Kiowa, Roger Mills, Stephens, Tillman, Washita
Mechanical	Gary Kirk, Supervisor	(405) 659-2631	Atoka, Bryan, Carter, Choctaw, Garvin, Johnston, Love, Marshall, Mccurtain, Murray, Pontotoc, Pushmataha
Mechanical	Linnie Bicknell	(405) 659-7712	Coal, Haskell, Hughes, Latimer, Leflore, McIntosh, Miskogee, Okfuskee, Okmulgee, Pittsburg, Sequoyah
Mechanical	Robert Newberg	(580) 222-8741	Alfalfa, Beaver, Blaine, Cimmarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Major, Noble, Texas, Woods, Woodward
Mechanical	Michael Kubala	(918) 285 - 6877	Adair, Cherokee, Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Wagoner, Washington
Plumbing	Richard Hager, Supervisor	(405) 659-7731	N/A
Plumbing	Cody Davis	(580) 980-4049	Beckham, Caddo, Carter, Comanche, Cotton, Custer, Garvin, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Love, Murray, Roger Mills, Stephens, Tillman, Washita
Plumbing	Michael Smith	(405) 659-2204	Blaine, Canadian, Cleveland, Creek, Kingfisher, Loncoln, Logan, McClain, Okfuskee, Oklahoma, Pottawatomie, Seminole
Plumbing	Buddy Osborn	(580) 716-8842	Alfalfa, Beaver, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Major, Noble, Osage, Pawnee, Payne, Texas, Washington, Woods, Woodward
Plumbing	Stan Scheilz	(405) 659-2951	Adair, Cherokee, Craig, Delaware, Mayes, Muskogee, Nowata, Okmulgee, Ottawa, Rogers, Swequoyah, Tulsa, Wagoner
Plumbing	Johnny Miller	(405) 659-2512	Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, Marshall, McCurtain, McIntosh, Pittsburg, Pontotoc, Pushmataha

PLEASE COPY THIS FORM FOR USE IN FUTURE NOTIFICATIONS. FILL OUT THIS FORM COMPLETELY.

Date Received _____ Tracking Number _____

Building, Electrical, Mechanical, and Plumbing Notification Form

Contractor’s Name _____ Phone _____

Control Number _____ Company Name _____

Note: The Control Number is located in the top right hand corner of your license.

Customer’s Name _____ Phone (____) _____

Address of Work _____ City _____

Finding Location _____ County of Job Site _____

Scheduled Date(s) of Job _____ through _____

Please Circle Type of Work Performed

Electrical

New Service

Wiring Extension

Replacement Wiring

Adding Circuit

Solar PV System

Mechanical

Existing Equipment

New Installation

Outside Unit

Inside Unit

Duct Work

Hood System

Gas Piping

Plumbing

Gas Piping

New Construction

Remodel

Replace Water Service

Replace Sewer Service

Replace Water Heater

MAIL COMPLETED FORM TO: CONSTRUCTION INDUSTRIES BOARD, 2401 NW 23rd Street, Suite 2F, OKLAHOMA CITY, OK 73107