

OKLAHOMA CONSTRUCTION INDUSTRIES BOARD

2401 N.W. 23rd Street 2F, Oklahoma City, OK 73107
Phone (405) 521-6550 Fax: (405) 521-6525



MECHANICAL AFFIDAVIT

In accordance with 59 O.S. § 1850.3, the Mechanical Licensing Act and Mechanical Industry Regulation 158:50-5-3 (c) (2), this affidavit is intended to forego the requirement of maintaining a \$5,000 Surety Bond and a \$50,000 liability Certificate of Insurance to obtain an Active Mechanical Contractor's license.

We _____ assume all financial responsibility in lieu of _____
Entity Contractor
providing Bond and Insurance. We _____ agree to notify the Construction
Entity
Industries Board in writing if _____ employment status is terminated or
Contractor
if _____ no longer wishes to assume financial responsibility.
Entity
We _____ further agree to provide proof of _____
Entity
Insurance coverage over _____ proof of self-insurance by
Contractor
_____ for its employees.
Entity

Please Check One: Management Company _____ Property Owner _____

Signature & Title of Corporate Office

Telephone # of Entity

***LIST BELOW OR ATTACH A LIST OF ALL PROPERTIES COVERED BY THIS AFFIDAVIT.**

STATE OF _____ COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 20 _____.
Seal

Signature of Notary _____

Commission Expires _____

.....
I, _____, agree to work only within the immediate confines of the
Contractor Signature

_____ property. I will notify the Construction Industries Board
Entity

of any change of employment which will affect the above statement of financial responsibility.

STATE OF _____ COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 20 _____.
Seal

Signature of Notary _____

Commission Expires _____

INSTRUCTIONS FOR AFFIDAVIT

WHAT IS IT?

The 'Mechanical Affidavit' is used to waive the bond and insurance requirements for a mechanical contractor. A DBA (Doing Business As) license is then issued. The license is only valid for the property listed on the affidavit. The contractor who holds the DBA license is liable for all mechanical work performed during the time that he holds the license.

WHO CAN USE IT?

Hospitals, schools and governmental agencies can use the 'Mechanical Affidavit'. Also, any contractor who works for a company that owns the property that he works on is eligible to use the affidavit. A management company cannot have a mechanical contractor on a DBA license.

HOW DO I ACTIVATE MY LICENSE?

The company you work for (Entity) must fill out the top part of the affidavit. The contractor needs to complete the lower part. Both the company section and the contractor section must be notarized. Attach a copy of proof of commercial general liability insurance for the company. We also require the contractor's actual pocket license be returned to us. We will not issue a DBA license without this.

By signing the affidavit, the contractor is taking responsibility for all work performed on the property. If either party terminates employment, the contractor is responsible for notifying us in writing that he is no longer the DBA for the company. If we do not receive notice, the Contractor can still be held liable for work performed.