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)
INVESTIGATOR  CELL PHONE #  COUNTIES SERVED

PLUMBING
Tim Hillman  405-659-2204  Blaine, Canadian, Cleveland, Creek, Kingfisher, Lincoln, Logan, McClain, Okfuskee, Oklahoma, Pottawatomie, Seminole
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
Stan Scheilz  405-659-2951  Adair, Cherokee, Craig, Delaware, Mayes, Muskogee, Nowata, Okmulgee, Ottawa, Rogers, Sequoyah, Tulsa, Wagoner
Vacant  405-659-7731  Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, Leflore, Marshall, McCurtain, McIntosh, Pittsburg, Pontotoc, Pushmataha

ELECTRICAL
Ron Morris  405-640-9169  Beaver, Cimarron, Texas
Derrick Pruitt  405-919-1139  Blaine, Canadian, Custer, Dewey, Ellis, Harper, Kingfisher, Logan, Major, Oklahoma, Roger Mills, Woods, Woodward
Rod Roberts  405-761-2288  Alfalfa, Craig, Creek, Garfield, Grant, Kay, Lincoln, Noble, Nowata, Osage, Pawnee, Payne, Rogers, Tulsa, Washington
Ray Howard  580-744-0441  Beckham, Caddo, Cleveland, Comanche, Grady, Greer, Harmon, Jackson, Kiowa, McClain, Pottawatomie, Tillman, Washita
Gary Williamson  405-659-2916  Atoka, Bryan, Carter, Choctaw, Coal, Cotton, Garvin, Jefferson, Johnston, Marshall, McCurtain, Murray, Pontotoc, Pushmataha, Stephens
Chris Wyre  918-285-1556  Adair, Cherokee, Delaware, Haskell, Hughes, Latimer, Leflore, Mayes, McIntosh, Muskogee, Okfuskee, Okmulgee, Ottawa, Pittsburg, Seminole, Sequoyah, Wagoner

MECHANICAL
Robert Newberg  580-222-8741  Alfalfa, Beaver, Blaine, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Major, Noble, Texas, Woods, Woodward
Charles Scott  405-659-7712  Haskell, Hughes, Latimer, Leflore, McIntosh, Muskogee, Okfuskee, Okmulgee, Pittsburg, Sequoyah
David Veteto  918-285-6877  Adair, Cherokee, Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Wagoner, Washington
Ron Terry  405-623-7742  Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma, Payne, Pottawatomie, Seminole
Steve Guerrero  405-659-2687  Beckham, Caddo, Comanche, Cotton, Custer, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Roger Mills, Stephens, Tillman, Washita

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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  Mechanical  Plumbing
New Service  Existing Equipment  Gas Piping
Wiring Extension  New Installation  New Construction
Replacement Wiring  Outside Unit  Remodel
Adding Circuits  Inside Unit  Replace Water Service
                             Duct Work  Replace Sewer Service
                             Hood System  Replace Water Heater
                             Gas Piping

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

Revised April 10, 2019