

## 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
<b>PLUMBING</b>		
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
Buddy Osborn	580-716-8842	Alfalfa, Beaver, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Major, Noble, Osage, Pawnee, Payne, Texas, Washington, Woods, Woodward
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
<b>ELECTRICAL</b>		
Ron Morris	405-640-9169	Beaver, Cimarron, Texas
Derric 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
<b>MECHANICAL</b>		
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
Greg Walker	405-568-7835	Atoka, Bryan, Carter, Choctaw, Coal, Garvin, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, Pushmataha

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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  
New Service  
Wiring Extension  
Replacement Wiring  
Adding Circuits

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 23<sup>rd</sup> Street, Suite 2F, OKLAHOMA CITY, OK 73107

Revised April 10, 2019