



**CONSTRUCTION INDUSTRIES BOARD**  
2401 NW 23<sup>rd</sup>, Suite 2F  
OKLAHOMA CITY, OK 73107  
TELEPHONE: (405) 521-6550 TOLL FREE: 1-877-484-4424  
Website: <http://www.cib.ok.gov>

**Initial/Renewal Application for Inspectors, Circuit Riders, and Authorized Provider**

- AMOUNT DUE FOR INITIAL/PROVISIONAL LICENSE: \$35.00
- AMOUNT DUE FOR RENEWAL LICENSE: \$35.00
- LATE FEE FOR RENEWAL OF A LICENSE: \$35.00

**ALL APPLICABLE FEES MUST ACCOMPANY APPLICATION:**  
**Make remittance payable to the CONSTRUCTION INDUSTRIES BOARD (CIB)**

**INSTRUCTIONS:**

1. Return completed application with required license fee and all applicable fees (late fee) to address listed above.
2. Provide the following information with the application:
  - If applicant has passed a nationally recognized examination approved by the Committee, then proof of that certification for each desired trade classification must accompany the application. (You must pass the residential exam for the residential license classification in a trade, and you must pass both the residential and commercial exam for the unlimited license classification in a trade.)
3. Affidavit verifying lawful presence in the United States.

**INSPECTOR LICENSE:**

- All licenses shall be nontransferable and it shall be unlawful for any holder of a license issued pursuant to the Oklahoma Inspectors Act to loan or allow the use of such license by any other person, firm or corporation.
- It is unlawful for any person to act as an inspector without having a current and valid inspector license, unless employed by a city with a population of 10,000 or less.

**LICENSE REQUIREMENTS:**

- Applicant must show proof of certification by successful completion of a national examination approved by the Oklahoma Inspector Examiners Committee.
- To receive an unlimited inspector license, one must take and pass both the residential certification examination and the commercial certification examination.

**CONTINUING EDUCATION: \*Renewals Only\***

- No license shall be renewed unless the licensee has completed at least six (6) hours of continuing education within twelve (12) months preceding the application for renewal for each license category.
- Credit will only be given for continuing education programs approved by the Committee.
- A licensee is exempt from the continuing education requirements of this Chapter for one (1) year from the date he or she passed their current licensing exam.

## **LICENSE CLASSIFICATIONS**

### **ACTIVE:**

- Means a licensed building and construction inspector, having successfully passed an examination by a Committee-approved national examination certification program, who is currently employed by a political subdivision and meets all requirements of the Oklahoma Inspectors Act to perform building and construction inspections pursuant to the Oklahoma Inspectors Act.
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### **AUTHORIZED PROVIDER**

- An authorized provider is one who is not a governmental employee but an independent contractor who is designated by a political subdivision that issues building permits and who meets the requirements under the Oklahoma Inspectors Act and rules promulgated on the requirements of such licensure.
  - Certificate of Professional Liability Insurance of at least \$1,000,000.00 and Certificate of Errors and Omissions of \$1,000,000.00. (**Required:** Construction Industries Board must be listed as a Certificate Holder)
  - Certificate of Workers' Compensation Insurance, Certificate of Self-Insurance, or CC- form 36 Certificate of Non-Coverage from the Oklahoma Workers Compensation Commission (**Required:** Construction Industries Board must be listed as a Certificate Holder)
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### **CIRCUIT RIDER:**

- Circuit rider inspector means a person who acts as a building and construction inspector for two or more municipalities or other political subdivisions and is certified and licensed pursuant to the Oklahoma Inspectors Act.
  - If applicant or licensee is a circuit rider, an affidavit verifying license categories requested must be provided from each employing municipality or political subdivision.
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### **INACTIVE:**

- Means a previously licensed building and construction inspector, having successfully passed an examination by a Committee-approved national examination certification program, who does not meet all requirements of the Oklahoma Inspectors Act to perform building and construction inspections pursuant to the Oklahoma Inspectors Act.
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### **PROVISIONAL LICENSE:**

- A provisional license is a license issued to a building and construction inspector who is an employee of a political subdivision on a provisional basis and limited to a maximum of one (1) year in each license category for the purpose of enabling an applicant to meet the certification requirements
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### **RESIDENTIAL INSPECTOR LICENSE:**

- Classification of inspector license which authorizes an individual to conduct electrical, mechanical, plumbing or building inspections of only those structures designated as use group R3 or R4 in the most current Residential code adopted by the "OUBCC".
  - You must pass the residential exam for the residential license classification in a trade.
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### **UNLIMITED INSPECTOR LICENSE:**

- Classification of inspector license which authorizes an individual to conduct electrical, mechanical, plumbing or building inspections of all structures or installations.
- You must pass both the residential and commercial exam for the unlimited license classification in a trade.



## Affidavit Verifying Employment by Municipal Official

### Categories Verifying “Check all that apply”:

Trade	Building Residential	Building Unlimited	Electrical Residential	Electrical Unlimited	Mechanical Residential	Mechanical Unlimited	Plumbing Residential	Plumbing Unlimited
Inspector								
Initial								
Renewal								
Circuit Rider								
Initial								
Renewal								
Provisional								

**TO BE FILLED OUT BY STATE OR MUNICIPAL OFFICIAL:**

Name of Applicant: \_\_\_\_\_

Government Jurisdiction Currently Employed by: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cell Telephone \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of Oklahoma that the above referenced person is currently employed as a Building, Electrical, Mechanical, and/or Plumbing Inspector and that the foregoing statement is true and correct to the best of my knowledge.

Name of State or Municipal Official (Please Print): \_\_\_\_\_

Title of State or Municipal Official: \_\_\_\_\_

Mailing Address of the Municipal Official: \_\_\_\_\_  
Po Box/ Address City State Zip

State or Municipal Official's (Signature): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
 [Applicant's Name – Please Print]

My Commission Expires: \_\_\_\_\_  
 \_\_\_\_\_ [Signature of Notary]

My Commission Number: \_\_\_\_\_ (Notary Seal)

