

# 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* *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*  
\_\_\_\_\_ 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 \_\_\_\_\_ .

Signature of Notary \_\_\_\_\_

Seal 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.