



OKLAHOMA CONSTRUCTION INDUSTRIES BOARD
***NOTICE* OF REQUIRED REGISTRATION & ENDORSEMENT**
ROOFING CONTRACTOR REGISTRATION ACT
59 O.S. § 1151.1 through 1151.29

The main purpose of the Roofing Contractor Registration Act is to help protect the public through registration. The law requires roofing contractors to be registered with the Construction Industries Board.

It is unlawful for any person to act as a roofing contractor without having a current and valid roofing contractor's registration and act as a commercial roofing contractor without a current and valid commercial roofer endorsement issued pursuant to the Roofing Contractor Registration Act, unless the person is exempt under the Roofing Contractor Registration Act ("the Act").

A person who fails to obtain a valid registration, and endorsement when required, prior to advertising or offering to engage as or acting as a roofing contractor as defined in the Act, or a person who violates any provision of the Act, shall be guilty of a misdemeanor, upon conviction or plea, punishable by a fine not to exceed Five Hundred Dollars (\$500.00) for each violation. In lieu of referring complaints of violations of the Act for misdemeanor prosecution, the Construction Industries Board ("CIB") may issue administrative fines for violations of provisions of the Act.

Only those persons who are **exempt as listed below** do not need to register:

- a. one demolishing/cleaning up construction waste and debris that contains roofing material,
- b. one working under the direct supervision of a roofing contractor as a hired employee/laborer,
- c. one working on his or her own property or that of an immediate relative, without any compensation, or
- d. one acting as a handyman, receiving compensation, in conjunction with other repairs to the property and who does not perform more than two roofing jobs per year.

The Roofing Contractor Registration Act does **not** apply to:

1. An actual owner of residential or farm property who physically performs, or has family or employees perform roofing services on property owned by such person;
2. Any authorized employee, representative or representatives of the government;
3. Any person who furnishes any product, material, or article of merchandise which is not incorporated into or attached to real property by such person to become affixed thereto;
4. Churches or other charitable entities that provide roofing at no charge using volunteer labor;
5. Any employee of a registrant not holding himself or herself out separately for contracting;
6. Licensed engineers, licensed architects, licensed HVAC and any other person licensed by the jurisdiction, operating under the purview and within the scope of their respective license;
7. A person who only furnishes roofing materials/supplies/equipment and does not install or fabricate them into or consume them in the performance of the work of the roofing contractor;
8. Prime contractors, general contractors, property/project managers bidding on more than roofing work, and subcontract the roofing to a current, good standing registered roofer;
9. Owners of commercial properties including residential rental properties consisting of four dwelling units or less, when acting as their own roofing contractor and providing all material supervision themselves, lessees of residential properties with consent of the owner, who, whether themselves or with their own employees, perform roofing construction in or upon the properties, all installing roofing materials according to the IBC, as adopted by the Oklahoma Uniform Building Code Commission ("OUBCC"), or the manufacturer's install instructions; or,
10. Owners of property when acting as their own roofing contractor, providing all material supervision themselves, and installing roofing materials according to the IRC or IBC, as adopted by the OUBCC, or the manufacturer's installation instructions when building or improving a single-family dwelling residence on such property for the occupancy of such owners and not intended for sale or rent.

All roofing contractors not exempt shall be registered annually by the CIB. Pursuant to 59 O.S. § 1151.4, the CIB is the Oklahoma state agency authorized to administer and enforce the provisions of the Act. To become registered, you will need to complete the application form for registration/endorsement and submit it, along with the required fee and documentation, to the CIB. Additional information can be found at: www.cib.ok.gov; and, you can reach the CIB at 2401 N.W. 23rd Street, Ste. 2F, Oklahoma City, OK 73107, phone (405) 521-6550.

This NOTICE is provided for informational purposes.