

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OKLAHOMA CITY MUNICIPAL CODE, 2020, RELATING TO ROOFING PERMITS AND CONTRACTORS, AMENDING CHAPTER 12 – BUILDING CODE, BY ENACTING ARTICLE XIV - ROOFING PERMITS AND CONTRACTORS, TO CREATE PROVISIONS FOR PERMITTING THE REMOVAL, REPAIR, AND/OR REPLACEMENT OF ROOFING MATERIALS ON ALL ONE- AND TWO-FAMILY DWELLINGS AND DUPLEXES; AND AMENDING CHAPTER 60 – GENERAL SCHEDULE OF FEES, TITLE 12 – BUILDING CODE, BY ENACTING ARTICLE VIII - ROOFING PERMITS, TO PROVIDE PERMIT FEES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**ORDINANCE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OKLAHOMA CITY:**

**SECTION 1.** That Sections 12-350 through 12-420, Divisions 1 through 3, of Article XIV, Chapter 12 of the Oklahoma City Municipal Code, 2020, are hereby enacted to read as follows:

**CHAPTER 12**

**BUILDING CODE**

\* \* \*

**ARTICLE XIV. – ROOFING PERMITS AND CONTRACTORS**

**DIVISION I. - GENERALLY**

**§ 12-350. – Purpose.**

The purpose of this article is to require a permit for the removal, repair, and/or replacement of roofing materials for all one-and two-family dwellings and duplexes.

**§ 12-351. – Compliance with certain standards.**

Roofing contractors and homeowners shall comply with all City codes and practices and changes thereof.

**§ 12-352. – Violations.**

Any person who violates any provision of this article or other section of this Code, which is applicable to the roofing business, shall be subject to the penalty specified in Section 12-57(a) of this chapter.

**§ 12-353. – Reserved.**

## **DIVISION II. – ROOFING CONTRACTORS**

### **§ 12-354. – Roofing contractor defined.**

A roofing contractor shall mean any person who is skilled in the planning, superintending, and practical installation of roofing assemblies, and who is licensed, registered, and otherwise qualified under the requirements of state law, to engage in the roofing business to act as a roofing contractor. A roofing contractor may operate as an individual, a firm, partnership, LLC, or corporation and the term "roofing contractor" may apply jointly or separately to the roofing contractor and/or such firm, partnership, LLC, or corporation engaged in the roofing business under the terms of this Code.

A contractor shall have on their person a valid state roofing contractor's license or registration while performing roofing work within The City of Oklahoma City.

### **§ 12-355. – Partnerships, firms, or corporations.**

A partnership, firm, corporation, LLC, or business trust may only engage in the roofing business within the City through one bona fide member of the partnership or firm, LLC, or an officer of the corporation or business trust, who has legal authority to act for such partnership, firm, LLC, corporation or business trust and who carries and holds a license or registration under state law as a roofing contractor.

### **§ 12-356. – Place of business and telephone number.**

Every person or company engaged in the removal, repair, and/or replacement of roofing materials operating as a roofing contractor within Oklahoma City shall maintain a regular place of business and shall maintain a published telephone number listed as a business phone.

### **§ 12-357. —12-360. – Reserved**

## **DIVISION III. – PERMIT**

### **§ 12-361. – Applications and permits.**

- (a) The Development Services Department shall be responsible for receiving applications and issuing permits for the removal, repair, and/or replacement of roofing materials covering areas greater than 500 square feet.
- (b) The Chief Building Inspector, or designee, shall inspect the premises for which a permit has been issued or, when applicable, review the required installation documents. The Chief Building Inspector shall ensure compliance with all applicable provisions of this Code.

### **§ 12-362. – Permits required.**

No permit shall be issued under this Article except in the name of either the building/property owner or through a state licensed or registered roofing contractor by whom roofing installation work is to be performed. Roofing permits shall be required for any removal, repair, and/or replacement of roofing materials of areas greater than 500 square feet. A roofing permit shall be obtained from the

Development Services Department prior to commencement of any removal, repair, and/or replacement of roofing materials. The permit shall be numbered, listing the name of the building/property owner or roofing contractor, and the job address. The permit covers only that work listed thereon.

**§ 12-363. – Permit not required for certain work.**

Permits shall not be required under this article for maintenance or repair work in areas of 500 square feet or less, nor from roofing work performed in relation to the initial construction of a new one-and two-family dwelling or duplex constructed by a general contractor, subcontractor, or property owner.

**§ 12-364. – Form of application.**

Prior to the removal, repair, and/or replacement of roofing materials, an authorized contractor or homeowner shall apply for a permit with the Development Services Department and provide the following information: street address of the premises where work is to be done; name of building/property owner or contractor; and any other information specified by the Director of Development Services, or designee.

**§ 12-365. – Permits required in advance.**

Prior to the commencement of the removal, repair, and/or replacement of roofing materials, the contractor or homeowner shall secure a permit and pay the City Treasurer the permit fee in full. Any person who commences any work relating to the removal, repair, and/or replacement of roofing materials before obtaining the necessary permits shall be subject to a penalty as established in Section 12-57(a) of this chapter.

**§§ 12-366—12-400. – Reserved.**

**§ 12-401. – Revocation of permit.**

The Development Services Director, or designee, shall revoke a permit or approval issued under the provisions of this chapter in case of any false statement or misrepresentation of fact in the application or plans on which the permit or approval was based. Any person aggrieved by said decision may appeal pursuant to Section 12-132 of this chapter.

**§ 12-402. – Reserved.**

**§ 12-403. – Unlawful continuance of work.**

No person shall continue with the removal, repair, and/or replacement of roofing materials without permit or after having been served with a stop work order, except such work as that person shall be directed to perform by the Development Services Director, or designee, in order to correct a violation or unsafe condition.

**§ 12-404. – Time limit for commencing work and suspension of work.**

Every permit issued by the Development Services Department under the provisions of this Code shall expire and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned

at any time after the work is commenced for a period of 180 days, or if the work authorized by such permit is not completed within two years from the date of such permit. Before work can be recommenced, a new permit shall be first obtained.

**§§ 12-405—12-410. – Reserved.**

**§ 12-411. – Fee required.**

Permit to begin work shall not be issued under this article until the application and permit fees prescribed have been paid.

**§ 12-412. – Fee schedule.**

The schedule of fees for permits and inspections required herein shall be as established in Chapter 60, the General Schedule of Fees.

**§§ 12-413—12-420. – Reserved.**

**SECTION 2.** That Article VIII, Sections 60-12-51 through 60-12-60, Title 12, of Chapter 60 of the Oklahoma City Municipal Code, 2020, is hereby enacted to read as follows:

## **CHAPTER 60**

### **GENERAL SCHEDULE OF FEES**

\* \* \*

### **TITLE 12. – BUILDING CODE**

\* \* \*

### **ARTICLE VIII. – ROOFING PERMITS**

**§ 60-12-51. – Permit fee for roofing installation.**

Roof replacement or repair of greater than 500 square feet .....\$90.00.

**Cross Reference --- Fee required, § 12-411.**

**§§ 60-12-52—60-12-60. - Reserved.**

**SECTION 3. EFFECTIVE DATE.** That the provisions of this ordinance shall become effective on \_\_\_\_\_.

**INTRODUCED AND READ** in open meeting of the Council of The City of Oklahoma City, Oklahoma this 3RD day of JUNE, 2025.

**PASSED** by the Council and **SIGNED** by the Mayor of The City of Oklahoma City,  
Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

REVIEWED for form and legality.

  
\_\_\_\_\_  
ASSISTANT MUNICIPAL COUNSELOR