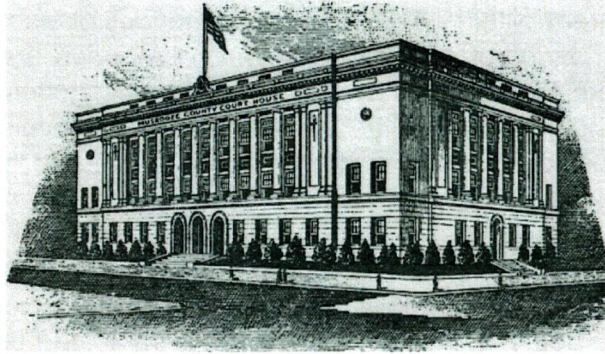


KEN DOKE
MUSKOGEE CO. DISTRICT 1

KEITH HYSLOP
MUSKOGEE CO. DISTRICT 2

KENNY PAYNE
MUSKOGEE CO. DISTRICT 3



POLLY IRVING
COUNTY CLERK



MELISSA LEE
BOCC Executive Assistant

MUSKOGEE BOARD OF COUNTY COMMISSIONERS

P.O. BOX 2307 MUSKOGEE, OK 74402-2307 * PHONE (918)682-9601 * FAX (918) 684-1697

Email: bocc@readymuskogee.org - Website: www.muskogee.okcounties.org

RESOLUTION NO. 2025-12

SUBJECT: Muskogee County Building Permit Process

WHEREAS, the Oklahoma Uniform Building Codes Commission is empowered by state law (74 OS § 1000.23) to adopt uniform building standards applicable to all state, county, and municipal governments in Oklahoma.

WHEREAS, State law (74 OS §§ 324.8; 324.11) permits county governments to assume jurisdiction to enforce the building codes adopted by the Oklahoma Uniform Building Codes Commission from the Oklahoma State Fire Marshal's Office.

WHEREAS, pursuant to OAC 265:25-1-4(d), the Board of County Commissioners has assumed jurisdiction from the Oklahoma State Fire Marshal's Office to enforce the uniform building standards so adopted by the Oklahoma Uniform Building Codes Commission.

WHEREAS, the Board of County Commissioners desires to adopt rules to assist in the enforcement of state-adopted building codes and for fulfilling the statutory obligations of the Board of County Commissioners relating thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MUSKOGEE COUNTY AS FOLLOWS:

SECTION 1. POLICY.

A. In General

1. The Board of County Commissioners is the authority having jurisdiction recognized by the State Fire Marshal's Office for all code requirements and responsibilities within the geographic boundaries of Muskogee County.

2. For all areas within the geographic boundaries of Muskogee County not within the boundaries of a municipality which has been granted jurisdiction by the State Fire Marshal's Office to enforce code requirements, a building permit shall be obtained from the Board of County Commissioners for all use and occupancy classifications identified by the state-adopted building codes. For the purposes of this resolution:
 - a. All county-owned property, including any property owned by a county-beneficiary public trust, shall be within the exclusive jurisdiction of the Board of County Commissioners for the purposes of building code requirements regardless of geographic location even if located within the boundaries of a State Fire Marshal's Office recognized municipal authority; and
 - b. As a special entity enjoying constitutional status coequal to that of the county government, all property owned by Muskogee County Emergency Medical Service shall be within the exclusive jurisdiction of the Board of County Commissioners for the purposes of building code requirements regardless of geographic location even if located within the boundaries of a State Fire Marshal's Office recognized municipal authority.
3. Any owner, or owner's authorized agent, who intends to:
 - a. Construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure which is regulated by the state-adopted building codes; or
 - b. Erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the state-adopted building codes; or
 - c. Cause any such work to be performed

shall first make application to the Board of County Commissioners and obtain the required permit.

4. After any change in occupancy use or classification, and/or the building has remained unoccupied or vacated for at least one hundred eighty (180) days involving any of the use and occupancy classifications identified in the state-adopted building codes must be brought up to current code requirements.

B. *Payment of Fees*

1. Before any permit required under this Resolution shall be issued or any inspection made pursuant thereto, the applicant of the permit shall pay a fee according to the fee schedule attached hereto as Exhibit A. Such schedule may

be modified by the Board of County Commissioners from time to time and shall be made available for public viewing in the office of the Board of County Commissioners. Such fee shall be paid to the executive assistant to the Board of County Commissioners who shall cause all such fees to be recorded as a Local Revenue under Revenue Code 9122 (Permit Fees) for county budgeting purposes and shall ensure the same is deposited to the credit of the General Fund (Fund No. 0001). The Board of County Commissioners shall forward a copy of all permits issued to the County Building Inspector and to County Assessor's Office.

2. In addition to and not as a substitute for the applicable county fee, the applicant shall pay the fee for the Oklahoma Uniform Building Codes Commission as required by 59 OS § 1000.25. Such fee shall be remitted within thirty (30) days after the end of the preceding calendar month. The Board of County Commissioners charges an additional surcharge for collecting such fees as allowed by state law.

C. *Specific Requirements* In addition to the general building permit otherwise required hereunder, the following specific requirements are hereby adopted as additional permits:

1. All occupancies under the jurisdiction of the Board of County Commissioners with a carbon dioxide system with more than one hundred (100) pounds of accumulative CO₂, including those used in beverage dispensing applications, must have properly installed carbon dioxide detector(s). If there is a fire alarm system installed, the carbon dioxide detector(s) must be connected to the fire alarm system and sound a general alarm with both audible and visual warnings. If there is not a fire alarm system, the carbon dioxide detector(s) must provide a local alarm with audible and visual warnings. Plans must be approved and a permit issued by the Board of County Commissioners.
2. Smoke detection systems connected to the electrical system as allowed by the state-adopted building codes, but not connected to a fire alarm system, shall follow all permitting requirements for a fire alarm system. Plans shall be approved and a permit issued by the Board of County Commissioners.
3. All occupancies with access-controlled entrance and/or egress shall be permitted. Plans shall be approved and a permit issued by the Board of County Commissioners.
4. All occupancies with a smoke control system shall be permitted. Plans shall be approved and a permit issued by the Board of County Commissioners.
5. All occupancies with a carbon monoxide system shall have properly installed carbon monoxide detector(s). If there is a fire alarm system installed, the carbon monoxide detector(s) must be connected to the fire alarm system and sound a general alarm with both audible and visual warnings. If there is not a

fire alarm system, the carbon monoxide detector(s) must provide a local alarm, with audible and visual warnings. Plans must be submitted to and reviewed for approval by the Board of County Commissioners.

SECTION 2. IMPLEMENTATION. All departments, officers, and employees of the county government shall take all appropriate measures within their authority to implement this resolution. Nothing in this resolution shall be construed to impair or otherwise affect the authority granted by law to a county department or officer. This resolution shall be implemented consistent with applicable law and subject to the availability of appropriations. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the county, its departments, officers, employees, or agents, or any other person.

SECTION 3. REPEALER. All other resolutions and parts of other resolutions inconsistent or conflicting with any part of this resolution are hereby repealed to the extent of such inconsistency or conflict.

SECTION 4. SEVERABILITY. If any provision, paragraph, word, section of article of this resolution is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

SECTION 5. EFFECTIVE DATE. This resolution shall take effect immediately upon execution and shall remain in effect until amended or repealed.

PASSED AND APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF MUSKOGEE COUNTY THIS 24 **DAY OF** Nov, 2025.



Ken Doke
Ken Doke, Commissioner – District 1

Keith Hyslop
Keith Hyslop, Commissioner – District 2

Kenny Payne
Kenny Payne, Commissioner – District 3

ATTEST:

Polly Irving
Polly Irving, County Clerk

APPROVED AS TO FORM AND LEGALITY this 24 day of Nov, 2025.

John Tyler Hammons
John Tyler Hammons, General Counsel

Janet Bickel Hutson
Janet Bickel Hutson, District Attorney

EXHIBIT A to RESOLUTION NO. 2025-12

COUNTY BUILDING PERMIT FEE SCHEDULE

STATE MANDATED FEES

Oklahoma Uniform Building Code Commission Fee	\$4.00 per permit
County Collection Surcharge	\$0.50 per permit

COUNTY CODE COMPLIANCE FEES

Minimum Plan Review Permit Fee	\$400.00
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Rates where Total Fee exceeds Minimum Permit Fee:

Commercial/Industrial Building Permit	\$0.20/sq. ft.
Fire Sprinkler Permit	\$0.10/sq. ft.
Fire Alarm Permit	\$0.10/sq. ft.
Fire Suppression Permit	\$400.00 per system
Mechanical, Electrical, Plumbing Plan Review	\$0.10/sq. ft. per trade with \$400.00 minimum
Carbon Monoxide System Permit	\$0.10/sq. ft.
Electrical Smoke Detection System Permit	\$0.10/sq. ft.
Smoke Control System Permit	\$400.00 per system
Access Control System Permit	\$100.00 per set of access points
Carbon Dioxide System Permit	\$0.06/sq. ft.
Field On-Site Inspection	\$200.00 per hour with 3 hours minimum
State Required Inspection	\$400.00

Please make all checks payable to Muskogee County BOCC