



The City of
Oklahoma City
Development Services
Development Center

Oklahoma City Assigned Building Contractors Number: _____

Contractor federal/State Employer Identification Number (EIN): _____

Name of firm: _____

Business telephone number: _____

(Must have a local (405) telephone number)

Additional Contact Telephone No.: _____ Fax No. _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

If Proprietorship, Name of Owner: _____

If Partnership, Name of Co-Owners: _____

Id Corporation, Names of Officers: _____

List below the name of persons who are authorized to obtain permits for this company

[illegible]

I understand that this registration as well as any building permits issued hereunder, may be revoked should my insurance coverage not be kept in force, and that any registration or permit fees, must once again be paid in full for reinstatement. I also understand this registration may be revoked by the Development Services Director for failure to pay any fee or any code violation after notice, or for continuous or repeated violations of the City of Oklahoma City Code or Ordinance in addition to other penalties.

I hereby certify that the information provided is true and correct.

Signature of Owner or Corporate Officer: _____

Date: _____

STATE OF OKLAHOMA

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____

20_____

My Commission Expires _____

NOTARY PUBLIC

*Please submit a copy of General Liability and Workers Compensation Insurance.
Minimum of \$50,000 each occurrence for general liability.
Minimum of \$100,000.00 each occurrence for workers compensation.

AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS' COMPENSATIONS ACT

State of Oklahoma }
 }
County of _____ }

I, _____ state under oath as follows:

1. I, _____ (Name of individual) operating as _____
(Independent contractor's business name), have agreed to provide services to _____
(Contractor) during calendar year _____.
2. I have read, signed and attached the Exempt Status Fact Sheet and understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free form control and direction of his contractor in all manners connected with performance of the service, except as to the result or product of the work.
3. I understand that based upon the representations in this Affidavit of Exempt Status, I am requesting CompSource Oklahoma's Policy holder to consider my business to be that of an independent contractor, that I am not an employee under the Workers' Compensation Act and the policy issued by CompSource Oklahoma; and that no premium be charged for the services performed by my business during the policy year.
4. I am an independent contractor, not an employee of the contractor. I do not want workers' compensation insurance and understand that I am not eligible for Workers' Compensation benefits.
5. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Workers' Compensation Act.
6. I have read, signed, and attached the Exempt Status Fact Sheet describing what is an Independent Contractor and the information provided is not the result of force, threats, coercion, compulsion, or duress.
7. I understand that the execution of the affidavit shall establish a rebuttable presumption that the executor is not an employee for purposes of the Workers' Compensation Act.
8. I understand that the execution of an affidavit shall not affect the rights of coverage of any employee of the individual executing the affidavit.
9. I understand that knowingly providing false information on an Affidavit of Exempt Status under the Workers' Compensation Act shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (1,000.00).

Independent Contractor (Executor) Signature

Date: _____ Name: _____ Title: _____

Signature _____ Business Name _____

NOTARY PUBLIC

Signed and sworn to before me on this _____ day of _____, 20_____ by _____

_____ My Commission Expires: _____ My Commission # _____

**** GIVE THE SIGNED FORM TO YOUR GENERAL CONTRACTOR ****

This form is to be signed and notarized at the start of a job/project for this contractor and is good for the job/project or any similar job/projects preformed for the contractor for one year from the date of notary.

For domestic servants, trucking owner/operators, and other exemptions, please contact CompSource Oklahoma at 405-232-7663 ext. 5102.

NOTE: Employers who knowingly and willingly require an employee or subcontractor to execute and affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (35 O.S. Section 924.5)

It is a crime to falsify the information on this form.

EXEMPT STATUS FACT SHEET

An independent contractor is defined by laws as one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work.

Below are statements to help you decide if you are an independent contractor. No one statement is controlling, and your status is based on all the facts in your situation. If a statement describes your situation, then check the box, if at least six of the statements, below do not describe your business, you should not sign the attached Affidavit of Exempt Status Under the Workers' Compensation.

- ☐ 1. The nature of the contract between you and the contractor shows you are independent from the contractor.
For example: Is there a written contract where you agree that you are an independent contractor? Are you a corporation or limited liability company? Do you maintain commercial general liability insurance or other business insurance?
- ☐ 2. The contractor exercises very little control over your work.
For Example: By the agreement, can the contractor exercise control on the details of the work or your independence? Do you exercise control over most of the details of the work? Do you create plans or specifications for the job? Do you set your own work hours?
- ☐ 3. You are engaged in a distinct occupation or business for others.
For Example: Do you work for companies or individuals other than the Contractor? Do you work for competitors of the Contractor? Does your business have a logo or uniform?
- ☐ 4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision and not under direction of the contractor.
For Example: Is your work supervised by the Contractor?
- ☐ 5. Your occupation requires special skills, license, education or training.
- ☐ 6. The contractor does not supply the things needed to perform your job such as the tools and the place of work.
For Example: Do you supply and of the materials or tools for the work? Do you operate a vehicle owned by the Contractor? Was the work performed at your business or the Contractor's business location or jobsite? Do you wear a uniform supplied by the Contractor?
- ☐ 7. The length of the job and how long you have worked for the Contractor does not show that you are really an employee.
For Example: Is this a one-time job, or will you be doing for the Contractor regularly?
- ☐ 8. You are paid as a separate contractor, not as an employee.
For Example: Do you invoice the Contractor for your service? Are you paid by the job? Do you file a federal income tax return for your business? Do you expect to receive an IRS Form 1099 from the Contractor? Does the Contractor pay your expenses?
- ☐ 9. Your work is not the regular business of the employer.
For Example: Is your work customarily done in the Contractor's line of business or as a part of the Contractor's daily work? Have you ever been an employee of the Contractor? Do you work with other people hired by the Contractor on the work you perform?
- ☐ 10. You do not consider yourself an employee of the Contractor.
For Example: Will the Contractor withhold taxes or monies from your payment? Have you ever been an employee of the Contractor? Have you or your employees ever filed an insurance claim against the Contractor?
- ☐ 11. You do not have the right to terminate the relationship without liability.
For Example: If you quit before the job is finished, is there a penalty?

Based upon these factors, do you believe that you are an independent contractor with exempt status?

(Write YES or NO)

Signature _____
(INDEPENDENT CONTRACTOR/EXECUTOR)

NOTE: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (36 O.S. Section 924.5)

It is a crime to falsify the information on this form.