



HOW TO START A BUSINESS

STEP 7

PROFESSIONAL OCCUPATIONAL LICENSES AND PERMITS

In Oklahoma, there are state laws that require various types of businesses, or their owner(s), to obtain professional or occupational licenses or permits. Obtaining operational licenses or permits is different from the initial steps and requirements involved with registering a business name, filing a formal legal structure, or obtaining a federal employer's ID number.

Examples of businesses with required licenses are plumbing, electrical or heating and air conditioning services, insurance agencies, hair salons, trucking companies, public accounting services, and daycare centers. A complete list of business license and permit requirements for Sand Springs are below.

CITY OF SAND SPRINGS BUSINESS LICENSE/PERMIT REQUIREMENTS

Restaurant/Food Establishment

Building, Plumbing, Electrical and HVAC Permits/Licensing	918-246-2572
Certificate of Occupancy	918-246-2572
Oklahoma State Sales Tax Permit	405-521-3160
Tulsa Health Department Permit/Inspection	918-595-4300

The cost of building and trade permits can vary depending on the scope of work involved and the project's site. The one-time fee for a Certificate of Occupancy, if separate from any permit, is \$50

Restaurant/Food Establishment with Low Point Beer/On Premises

Tulsa County Court Clerk	918-596-5000
http://www.oscn.net/static/forms/AOCforms.asp	500 S Denver Tulsa OK
State of Ok Beer Permit/ABLE Commission	405-521-3484
City of Sand Springs Beer Permit	918-246-2572

Cost of City of Sand Springs Low-Point Beer License \$20 annually (July 1- June 30)

Restaurant/Food Establishment/Bar serving Mixed Beverages or Wine

Mixed Beverage Certificate of Compliance

In addition to licenses obtained from the ABLE Commission, annual licenses are required by the City of Sand Springs and are valid from July 1 – June 30 of any given years. Initial and renewal license fees are set by state statute. Initial licenses fees are prorated by quarter.

Cost of Wine Sales License:	\$500 initial license	\$450 annual renewal
Cost of Mixed Beverage License:	\$1,000 initial license	\$900 annual renewal

(Includes wine and beer sales)

Under state statute, initial application for any license issued by the ABLE Commission must first obtain a City of Sand Springs Certificate of Compliance to assure the business is in compliance with applicable zoning building, trade and fire codes. The issue certificate must be sent with your application to the ABLE Commission.

Certificate of Compliance and Alcohol Beverage Licenses	918-246-2572
One time cost of Certificate of Compliance	\$50

Food Trucks

Oklahoma State Sales Tax Permit	405-521-3160
Oklahoma State Dept. of Health Permit	
City itinerant Vendor License (annual)	918-246-2572
Cost of Permit:	\$75 annual from date of issuance

Food Handler Permit

Tulsa Health Department	918-595-4300
Cost of Permit:	\$15

Must complete class at Tulsa County Health Department or online.

Convenience Store

Certificate of Occupancy	918-246-2572
Oklahoma State Sales Tax Permit	405-521-3160
Tulsa Health Department Permit/Inspections	918-595-4300
City Beer/Alcoholic Beverage Permit	918-246-2572
One –time cost of Certificate of Compliance: \$50	
Cost of Low-Point Beer License: \$20 annually (July 1-June 30)	

Vendor, solicitor or peddler of food products not grown, raised, produced or caught by him/herself

Oklahoma Sales Tax Permit	405-521-3160
City itinerant Vendor Permit	918-246-2572
Cost of Permit:	\$75 annually from date of issue

Door-To-Door Solicitor

Oklahoma Sales Tax Permit	405-521-3160
City Door to Door Solicitor Permit (sales of goods or services)	918-246-2572
Cost of Permit:	\$75 annually from date of issue

For City of Sand Springs license and permit applications, visit of the Neighborhood Service department section of the City's website at <http://sandspringsok.org/>.

The City's Neighborhood Services office is located at 108 E Broadway St., Sand Springs Ok 74063

Phone 918-246-2572

Fax 918-245-0372

Email neighborhoodservices@sandspringsok.org

Information within provided by Oklahoma Secretary of State, Small Business Resource Administration and Sand Springs Chamber of Commerce.