**APPLICATION FOR BUSINESS LICENSES**

City of Sapulpa

425 East Dewey Avenue

Sapulpa, OK 74066

918.248.5913

INSTRUCTIONS: Complete the application form (print or type only), and return it to the Office of City Clerk at the

address shown above with a check or money order in the amount of $15.00 made payable to the City of Sapulpa.

1. Name of Business (DBA):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Business Site Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

3. Business Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If different from business location) Street/P. O. Box City State Zip Code

4. Business Ownership Status: Sole Proprietorship □ Partnership □ Corporation □ Non-Profit □

Limited Liability Company (LLC) □ Other □ If other, list:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Owner/Principal/Corporate Officer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P. O. Box/Street City State Zip Code

8. Corporate Name, if applicable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Corporate Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P. O. Box/ Street City State Zip Code

10. Primary Function of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Industry Code Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Provide one:

Federal Employer's Tax Identification Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Does your business receive natural gas from a system operating under a City Franchise?Yes □No □

13. Provide date business opened:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. **Attach a copy of a valid city issued certificate of occupancy permit, if applicable.**

15. **Attach a copy of current Oklahoma Tax Commission sales tax permit showing business site location as shown above, if applicable.**

I hereby declare that to the best of my knowledge and belief the information contained herein is true, correct and complete. I further

understand that any false statements made above are grounds for denial, cancellation, suspension, or revocation of the business license.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner, or Authorized Agent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annual License Fees: $15.00 General Business License**

**$35.00 Food Establishment License**

**APPLICATION FOR BUSINESS LICENSE**

City of Sapulpa

425 East Dewey Avenue

Sapulpa, OK 74066

918.248.5913

If you are a new business, or a business locating to a new address, the following documents need to be provided prior to the issuance of a city business license:

1. A copy of a current Oklahoma Tax Commission Sales Tax Permit, if applicable. The site location shown on the sales tax permit must match the business site location being registered.

You can contact the Oklahoma Tax Commission located at 440 South Houston , Tulsa, Oklahoma, or telephone (405) 521-3160 regarding sales tax permits.

2. A copy of Oklahoma State Health Department written approval to operate business, if applicable. This is a requirement for any business engaged in the selling of food products. You can contact the Creek County Health Department at (918) 224-5531 Ext 205 or Tulsa

County Health Department at (918) 595-4200 regarding the Oklahoma State Health

Department inspections and permits.

3. A copy of a valid City of Sapulpa Certificate of Occupancy Permit, which is required for any new business, ownership change or change of business use operating from a business site address located within the city limits of Sapulpa. You can contact the City Building Inspector's Office, 424 East Hobson Avenue, Sapulpa, Oklahoma, 74066, or telephone (918) 248-5910 for more information.

4. A copy of a city issued Home Occupation Authorization, if applicable. You can contact the City Planner's Office at 424 East Hobson Avenue, Sapulpa, Oklahoma, 74066, or telephone (918) 248-5917.

5. Proof that a special use permit (SUP) has been obtained, if applicable. You can contact the City Planner's Office at 424 East Hobson Avenue, Sapulpa, Oklahoma, 74066, or telephone (918) 248-5917.

6. The D/B/A name, corporate name and business site address must match on all documents submitted for the purpose of obtaining a city business license.