



**STEP-BY-STEP BUSINESS LICENSE
PROCESS
FOR THE CITY OF BIXBY, OKLAHOMA**

In order to legally operate a business within the city of Bixby, a business must obtain a City of Bixby business license. While that process by itself is a relatively simple one, a new business opening in almost any community must also obtain certain other state, county, and city permits depending on the nature of their particular business. This step-by-step guide to the overall business licensing process has been designed to assist our City of Bixby business license applicants in successfully navigating the complete set of state, county, and city business licensing requirements. It should be applicable to the majority of businesses seeking to operate within Bixby. Please read through every step before starting your license process!

Note: Some professions and careers (e.g., attorney, cosmetologist, barber, psychologist, mortician, etc.) require additional State of Oklahoma licensing or certification requirements. Please check with the specific department of the State of Oklahoma in which your area of expertise may be handled. A list of those departments may be found in the "blue pages" of the telephone directory. The state chapter of your professional association may also be able to assist you regarding these additional requirements.

For information about our community, and local economic development, please visit the City of Bixby website at www.BixbyOK.Gov and the Bixby Metro Chamber of Commerce website at www.BixbyChamber.com.

We wish you much success.
Thank you for opening and operating a
business in Bixby!

Contact information for all City of Bixby, Tulsa
County, State of Oklahoma and federal government
departments referenced in the following steps are
listed at the end of this pamphlet.

Step 1.
Will your business be located within the city limits of Bixby? If yes, you will need a City of Bixby business license. (See step #18); Even if you have a Tulsa 74133 address you may still be in the Bixby city limits. Please see our city website at www.BixbyOK.Gov for official corporate boundaries.

Yes	No
Go to Step #2.	Stop. You do not need a City of Bixby Business License.

Step 2.
Do you know if your business is zoned to conduct your type of business? Or, Do you know if the property/space you are about to rent will pass building and fire code requirements? Or, Do you have a Certificate of Occupancy for your business name?

No	Yes
First go to: <i>City Planning Department</i> for zoning requirements.	Go to step #3.

City Planner
(918) 366-0427
and/or
City Permitting Department
(918) 366-0410
Then, continue to step #3.

Step 3.
Will you be using a sign to advertise your business?

Yes	No
First go to: <i>City Permitting Department</i> for sign code compliance, or to obtain a permit upon plan review. Then continue to Step #4.	Go to step #4.

Step 4.
Will your business operate out of your home?

Yes	No
First go to: <i>City Planning Department</i> for information on home-based business compliance issues. <i>City Planner</i> (918) 366-0427 Then, continue to step #5.	Go to Step #5.

Step 5.
Will your business sell or serve beer &/ or liquor?

Yes	No
For low point beer: <i>Tulsa County Beverage Permit Office</i> 500 So. Denver Ave. Tulsa, OK 74103 (918) 596-5478 www.oscn.net . For all other alcoholic beverages: <i>ABLE Commission Business Licensing</i> 440 South Houston, Ste. 110 Tulsa, OK 74127 (918) 581-2402 www.able.ok.gov Then, continue to step #6.	Go to Step #6.

Step 6.
Will food preparation be involved?

Yes	No
First go to: Tulsa County Health Department for approval. Then, continue to Step #7.	Go to Step #7.

Step 7.
Will you be a manufacturer?

Yes	No
First go to: <i>Tulsa County Department of Environmental Quality</i> for an Air Quality Permit. 3105 East Skelly Drive, Ste. 200 Tulsa, OK 74105-6370 (918) 293-1600 www.deq.state.ok.us . Then contact: <i>City Permitting Department</i> (918) 366-0410 regarding industrial drainage discharge. Then Continue to Step #8.	Go to Step #8.

Step 8.
Will you manufacture, use, or store hazardous materials, including fire-works?

Yes	No
First go to: Bixby Fire Marshal's Office for Information on major hazard categories. Then continue to Step #9.	Go to Step #9.

Step 9.
Will any building construction or tenant improvements be required for your business? Or, Are you a using a contractor or to construct or modify your facility? For information regarding building permit requirements please visit our website at www.BixbyOK.gov

Yes	No
First have them go to: Oklahoma Registrar of Contractors to register. For building permits contact: <i>City Permitting Department</i> (918) 366-0410 or visit our website at www.BixbyOK.gov Search under: Business & Development/Permitting Process Then, continue to step #10.	Go to Step #10.

Step 10.
Will your business be either a Corporation or a Limited Liability Company? Or, Is your business already registered in another state?

Yes	No
First go to: Oklahoma Secretary of State to register in Oklahoma. Then, continue to Step #11.	Go to Step #11.

Step 11.
Will you need to protect your trade name or "doing business as" name?

Yes	No
First go to: Tulsa County Records Office and the Oklahoma Secretary of State for information and instructions. Then Continue to Step #12.	Go to Step #12.

Step 12:

Will you be using personal property (desks, computers, etc.) for business purposes that has a value in excess of \$50,000?

<u>Yes</u>	<u>No</u>
First go to: Tulsa County Assessor's Office for information on equipment. Then, continue to step #13.	Go to step #13.

Step 13:

Will you be using your own or someone else's vehicle(s) to transport either people or products for a fee? *Or*, will you be allowing other people to use your vehicle(s) on a fee-for-hire basis? *Or*, will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts? *Or*, will your business be an automobile title business?

<u>Yes</u>	<u>No</u>
First contact: Oklahoma Department of Public Safety Licensing/Registration Division and/or the Oklahoma Tax Commission Motor Vehicle Licensing Department for information on any of the above questions. Then, continue to step #14.	Go to step #14.

Step 14:

Will you have one or more employees other than yourself?

<u>Yes</u>	<u>No</u>
First contact: Oklahoma Department of Labor for information on workman's compensation insurance requirements. Also contact the Oklahoma Tax Commission for employee withholding tax information. Then continue to Step #15.	Go to step #15.

*Note: Should you have workman's compensation insurance coverage questions please contact:
CompSource Oklahoma
(405) 232-7663*

Step 15:

Do you need Federal Internal Revenue Service forms or other tax information?

<u>Yes</u>	<u>No</u>
First contact: U. S. Internal Revenue Service for a kit of forms and instructions. Then, continue to step #16.	Go to Step #16.

Step 16:

Will you need State of Oklahoma sales tax, or use tax information?

Or, tobacco, gasoline, diesel or other tax information?

<u>Yes</u>	<u>No</u>
First go to: Oklahoma Tax Commission for a state licensing application and information. Then, continue to step #17.	Go to Step #17.

Step 17:

Do you need to establish a City of Bixby Water Account?

Contact:
City Water Department
(918) 366-4430

Step 18:

As a final step please secure your City of Bixby business license by providing a *copy of your Oklahoma Tax Permit (and if applicable, your beer &/or alcohol license; see step #5) along with a twelve dollar (\$12.00) filing fee to:*

City Clerk's Office
City of Bixby
116 West Needles
Bixby, OK 74008
(918) 366-4430

GOVERNMENTAL OFFICES
AND CONTACT INFORMATION:Federal

U. S. Internal Revenue Service
www.irs.gov
Forms: 1-800-829-3676
Business Assistance 1-800-829-49333
Tulsa Office (918) 622-8482
5100 East Skelly Drive, Tulsa

State of Oklahoma

Oklahoma Secretary of State
2300 N. Lincoln Blvd., Oklahoma City, OK 73105-4897
www.sos.ok.gov
(405) 521-3912

Oklahoma Registrar of Contractors
2501 Lincoln Blvd., Oklahoma City, OK 73194
www.contractors-license.oreok
(405) 521-4437

Oklahoma Department of Labor
www.ok.gov/odol
Oklahoma Department of Transportation
www.okladot.state.ok.us
(405) 521-2553

State Offices Located in Tulsa

Oklahoma Tax Commission
(918) 581-2399
440 So. Houston Ave, 5th Floor
Tulsa, OK 74127
www.tax.ok.gov
Motor Vehicle Licensing/Tag
Agencies www.tax.ok.gov/mla/tag-bixby.html (918) 581-2721

Oklahoma Dept. of Public Safety
Drivers License/Motor Vehicle Registration
www.dps.state.ok.us
(918) 632-7710

Tulsa County Offices

Tulsa County Health Department
5051 So. 129th East Ave.
Tulsa, OK 74134
(918) 582-9355
www.tulsa-health.org

Tulsa County Clerk/Records Office
(918) 596-5801
www.countyclerk.tulsacounty.org

Tulsa County Tax Assessor
500 South Denver Ave., Room 215
Tulsa, OK 74103
Phone (918) 596-5100
Fax (918) 596-4799
assessor.tulsacounty.org/
Hours: 8:00-5:00 Mon-Fri

Tulsa County Commissioner District 3
Phone (918) 596-5010
Fax (918) 596-4647
www.tulsacounty.org
Tulsa County Administration Building
550 South Denver Ave., Tulsa, OK 74103

CITY OF BIXBY OFFICES
AND CONTACT INFORMATION:Bixby Police Department

Bixby City Hall
116 West Needles
Bixby, OK 74008
Emergency: 911
Non-emergency: (918) 366-8294

Bixby Fire Marshal's Office

113 Dawes Street
Bixby, OK 74008
(918) 366-0436

Water Department

Bixby City Hall
116 West Needles
Bixby, OK 74008
(918) 366-4430

Building Permits

113 Dawes Street
Bixby, OK 74008
(918) 366-0410

City Clerk's Office

116 West Needles
Bixby, OK 74008
(918) 366-0405

Court Clerk's Office

116 West Needles
Bixby, OK 74008
(918) 366-0424

**For A Map of The Corporate City Limits and
All Other Offices and Information
Visit Our Website at www.bixby.gov**

[Twitter.com/CityofBixby](https://twitter.com/CityofBixby)
[Facebook.com/pages/city-of-bixby/440404316030681](https://facebook.com/pages/city-of-bixby/440404316030681)

Congratulations!

**And Thanks Again
For Opening and Operating
Your Business
in the
City of Bixby!**