

**GROW**

**ACADEMY**

EXPAND YOUR BUSINESS



# PARTNER TULSA

**Growing an economy with opportunity for all**

Permits & Forms | July 27, 2024

# Speaker

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Ashley D. Chaney

Senior Business Services Manager

I serve as the liaison between the developer community and the City of Tulsa, often providing information, training and translation as it relates to city permitting.

# PartnerTulsa + City of Tulsa

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Partner Tulsa serves as the Economic Development Authority for the City of Tulsa.

- Affordable Housing Programs
- TDA Lots
- Company Expansion/Relocation
- Workforce Development
- Small Business & Entrepreneurs Support
- Project/Permit support services

## SECTION 1

# Business Licensing

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# Required Business Licensing

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- [Alarm Permits](#)
- [Animals - Hobbyist Exemption](#)
- [Beverage - Certificate of Compliance Application](#)
- [Chauffeur New Application](#)  
[Chauffeur Renewal Application](#)  
[Chauffeur Holder Change](#)  
[Chauffeur's Driver's Manifest](#)
- [Coin-Op Application - Word](#)  
[Coin-Op Application – PDF](#)
- [Commercial Animal Establishment Application - Word](#)  
[Commercial Animal Establishment Application - PDF](#)
- [Mobile Vendor](#)
- Outdoor Seller License - Word [English](#) | [Spanish](#) |  
WATCH THE VIDEO: [English](#) | [Spanish](#)  
Outdoor Seller License - PDF [English](#) | [Spanish](#)
- [Pawnbroker Application](#)
- [Rec Center Establishment Application](#)  
[Rec Center Operator Application](#)
- [Sexually Oriented Business Application](#)  
[Sexually Oriented Business Renewal Application](#)

# Required Business Licensing Cont.

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- [Food and Liquor New Checklist](#)  
[Food and Liquor Renewal Checklist](#)
- [Hotel - License Application](#)  
[Hotel - Tulsa Lodging Tax Return](#)
- [Loading Zone Application](#)
- [Spanish Food-Beer Occupancy Checklist](#)
- [Taxi & Paratransit Sample Insurance Certificate](#)  
[Taxi & Paratransit Service Application](#)  
[Taxi & Paratransit Vehicle Application](#)

**NEW:** [Short-Term Rental License](#)

# Oklahoma Sales Tax Permit

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ANY Oklahoma-based businesses or foreign company operating in the state must register for a sales tax permit. This applies to businesses with a physical presence in the state like a storefront or warehouse, as well as online businesses and phone or mail-order companies.



# How to Register for an Oklahoma Sales Tax Permit

- Can apply online via the Oklahoma Tax Commission's Online Taxpayer Access Point
- Will need to provide basic information about the business
- Will need to select the filing frequency (determines how often you are required to submit sales tax returns and remit any tax due for sales tax returns – Monthly, Quarterly, or Annually based on the amount of sales tax you expect to.

# How to Register for an Oklahoma Sales Tax Permit

- There is a \$20 fee to register
- A separate Oklahoma sales tax permit is required for each location you operation.
- When you collect you will need to pay tax to the state

(BAR, OMMA, Food/Food Truck related businesses)



## Do I need to pay sales tax?

**SALES TAX**  
A TAX CHARGED AND COLLECTED ON THE STATE, COUNTY AND CITY LEVEL (WHERE APPLICABLE) ON ALL TRANSFERS OF TITLE OR POSSESSION OF TANGIBLE PERSONAL PROPERTY AND CERTAIN SERVICES THAT OCCUR WITHIN THIS STATE.



### INDIVIDUALS

Pay sales tax on retail product purchases and taxable services.



### BUSINESSES

Charge, collect and remit state, county and city sales taxes.



### REMOTE SELLERS

Sellers who do not maintain a place of business in Oklahoma

Who sell at least \$100,000 worth of taxable merchandise in the state of Oklahoma during the preceding or current calendar year are required to collect the appropriate state and local use tax from the customer.

Remote sellers who do not meet the \$100,000 sales threshold will still be required to notify purchasers on their retail internet website or retail catalog and customer invoices, that use tax is imposed and must be paid by the purchaser, unless otherwise exempt, on items brought into Oklahoma for use or consumption.

Must send an annual statement to their Oklahoma customers by February 1 notifying them of the amount of their total purchases made during the previous calendar year.

[Sales/Use Tax Rate Locator >](#)

[City/County Tax >](#)

[Military Tax >](#)

[Streamline Sales Tax >](#)



## Do I need to pay use tax?

**USE TAX**  
TAX PAID ON THE STATE, COUNTY AND CITY LEVEL (WHERE APPLICABLE) ON TANGIBLE PERSONAL PROPERTY PURCHASED AND BROUGHT INTO THIS STATE FOR STORAGE, USE OR CONSUMPTION. USE TAX IS MADE UP OF TWO TYPES:



### VENDOR

When the seller charges use tax on products when they are purchased by the consumer.



### CONSUMER

When the purchaser isn't charged sales or use tax on tangible personal property, they bring in from out of state to use or consume.



### WHAT

Individuals can also pay use tax for untaxed items. If you buy something online from a company that's out of state and it's shipped to you and you didn't get charged tax on it, you probably owe use tax.

You can pay use tax at [oktap.tax.ok.gov](http://oktap.tax.ok.gov). Use tax can also be noted and paid on the Oklahoma 511 income tax form.



### WHERE

## SECTION 2

# Outdoor Sellers License

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## License Duration

Is good for one location for up to 6 months

## License Cost

Application Fee \$20

License Fee \$30

Total \$50

## License Renewal

Renewal Fee \$30

## Casual Sales Tax Permit

Must be completed before engaging the City of Tulsa



# Outdoor Sellers License Cont.

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Outdoor Sellers Video can be found online at [www.cityoftulsa.org](http://www.cityoftulsa.org):

[English](#)

[Spanish](#)



**SECTION 3**

**ABLE License**

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# ABLE – Alcohol & Beverage License

## Who needs an ABLE License

Anyone planning to sell alcohol

## Application

Can be made online via the [Oklahoma Able Commission](#) webpage

17-page application

6-8 weeks for processing and approval

Please note this must be on file prior to receiving permitting/licensing from the City of Tulsa.

“where are you in the process with ABLE”








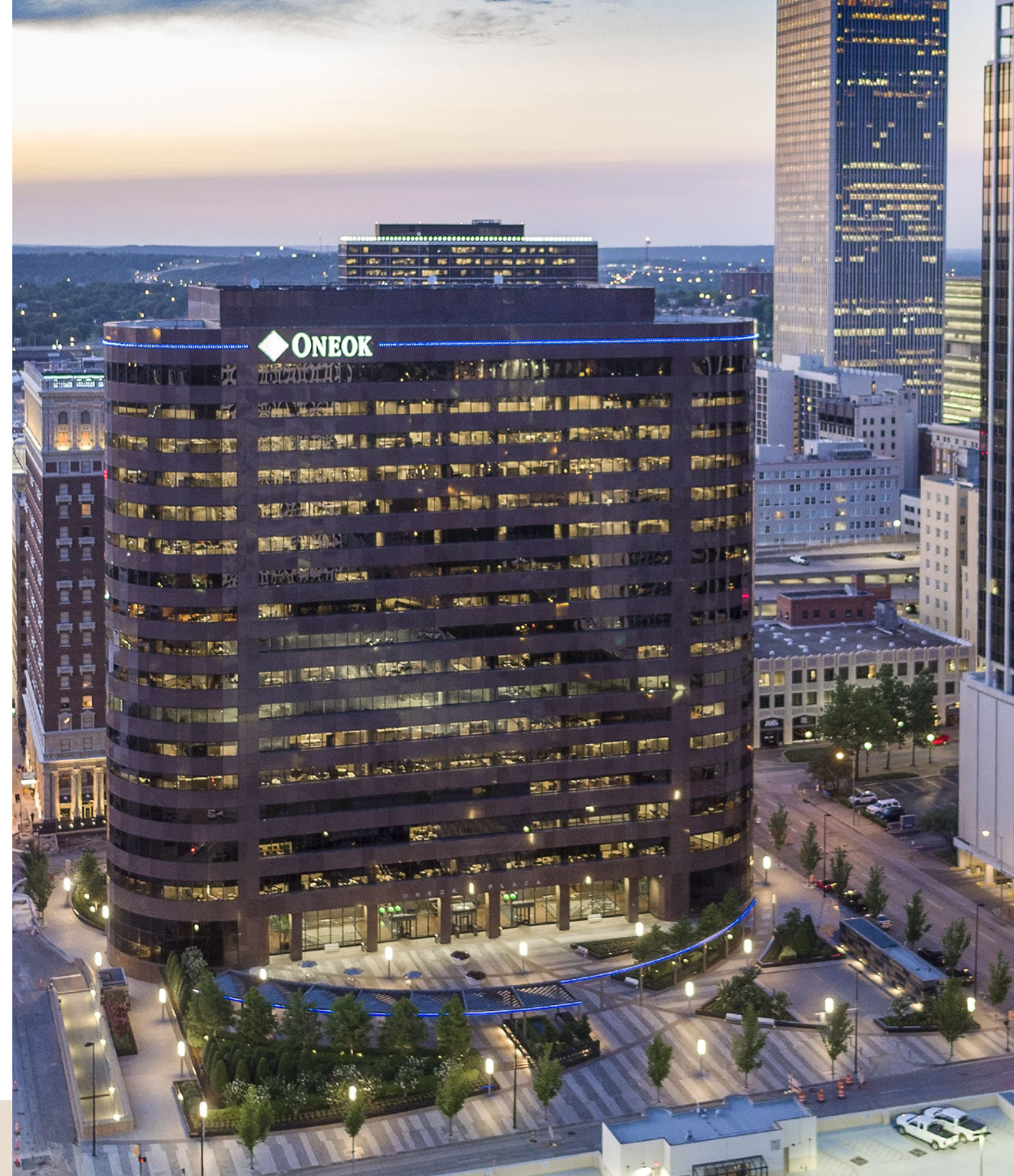
**SECTION 4**

**Mobile Vendor**

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# Mobile Vendor aka Food Truck

		<h2>Application for Mobile Vendor License</h2>	
Applicant Name (First)		(Middle)	(Last)
Local Address		City	State Zip Code
Email address		City/State/Zip Code	Phone Number
<b>Name of Business</b> and Brief Description of Business to be Conducted and Items to Be Sold			
<b>Legal Description and Address of Fixed Outdoor Location Desired for Business – Seasonal Vendors Only</b>			
Days of Week and Length of Time Business will be Conducted			
License Number and Description of Any Vehicle to be Used		Business Hours	
Oklahoma Tax Commission Sales Tax Number and Expiration Date			
Description and Content of Any Signs to be Used			
Employer Name (if not self-employed)			
Employer Address			
Brief Description of Credentials			





**SECTION 1**

**Permitting**

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# Permit Support

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- **Development Services**

  - 32 Permit Types

- **Information Technology/GIS**

  - Addressing

- **Engineering Services (PW)**

  - Easement Process

  - ROW Dedications/

  - Vacations

  - License/Construction

  - Agreements

  - CIP Projects vs Private

  - Development

- **Streets & Stormwater (PW)**

  - Sidewalk/Driveway Permits

  - Sidewalk Fee-in-lieu

  - Street & Traffic Light

  - Request/Repairs

- **Working in Neighborhoods (CE)**

  - Nuisance and Zoning

- **Planning (CE)**

  - ROW Programs

  - Board of Adjustments

  - Zoning/Rezoning

- **Water & Sewer (PW)**

  - Water main breaks & leaks

  - Water Meters

# Self-Service Portal

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- **Assist customers in submitting online application**
  - Permit Type
  - Necessary Information
- **Assist in customer portal navigation and online payments**
  - Check Status
  - Submitting Revisions
  - LOD/Review Comments
  - Invoices
- **Investigate, troubleshoot and resolve end-user problems**
  - Web Browser
  - Character limits
  - File Type

# Minority Developer Capacity Building

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## ➤ Purpose

Allowing residents to shape the future of the communities in which they live. (Kirkpatrick Heights Greenwood Materplan, Fair Oaks developments)

## ➤ Actions

- Develop a Minority contractor/developer registration and data base
- Develop Minority developer roundtable
- Support capacity building programs such as reBuild developer Academy, and Incremental Development

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SECTION 2

# Questions?

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# Forms and Permits



**Questions?**

Central Library  
Research Center  
400 Civic Center  
918.549.7323  
[askus@tulsalibrary.org](mailto:askus@tulsalibrary.org)

BOOK A▼  
LIBRARIAN

**AskUs**

918-549-7323  
[askus@tulsalibrary.org](mailto:askus@tulsalibrary.org)

# Survey





[Aubrey.naiman@tulsalibrary.org](mailto:Aubrey.naiman@tulsalibrary.org)

918-549-7429

AskUs

918-549-7323