

## Mobile Food Vending Business License Application Process

1. If opening a new business, apply for a Oklahoma Sales Tax Permit
  - a. Visit the Oklahoma Tax Commission (OTC), Tulsa office- 440 South Houston, Fifth Floor, (918) 581-2399 or website at:  
<http://www.tax.ok.gov/forms/busregpk.pdf>
2. Contact the City of Tulsa's Industrial Pretreatment Group (918) 591-4361 to received Best Management Practice (BMP) documents and Wastewater Disposal forms.
3. Fill out and submit the **Wastewater Disposal Plan Form** to the City of Tulsa's Industrial Pretreatment Group:
4. Once the City of Tulsa's Industrial Pretreatment group has issued BMP approval to you, contact Tulsa Health Department (THD) at (918) 595-4300, for a health inspection.
  - a. Have copy of the BMP approval email or note available
  - b. Have copy of Sales Tax permit available
5. The THD inspector will provide you with a "blue" application and will tell you what your license fee will be.
6. To avoid a late penalty, mail-in or bring the following items to the City of Tulsa License Center (918) 596-7640 within 30 days of the "blue" application's date issued:
  - a. Blue application for food license (provided by Health Department Inspector)
  - b. Copy of current Oklahoma Sales Tax permit
  - c. License fee, including late penalty if applicable. The late penalty is 50% of the license fee (no late penalty on processing fee).

The DBA, owner information and establishment address must match on both the blue application and the Sales Tax permit.

Mailing address:

City of Tulsa License Center  
Finance Dept/Treasury Division  
PO Box 451  
Tulsa, OK 74101-0451

Walk-in address:

175 E. 2nd Street, Ste. 255  
Tulsa, Oklahoma 74103

7. Submit State fee - \$350 for all cities and mobile operations.