

## APPLICATION FOR BUSINESS LICENSE

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 Fee: \$15.00 non-refundable  
(Application for general business license)**

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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 at (918) 581-2751 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 regarding the Oklahoma State Health Department inspections and food 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. 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.