

FOOD TRUCK

BUSINESS LICENSE APPLICATION REQUIREMENTS

The business name, ownership names, title and registration, insurance verification, sales tax permit and additional documents must have the same corresponding name.

1. Complete the NEW or CHANGE of OWNERSHIP BUSINESS LICENSE APPLICATION.

2. Present with:
 - A. Incorporation or LLC Documents from the office of the Oklahoma Secretary of State If the business ownership is in the name of a corporation or LLC.

 - B. The Oklahoma Tax Commission Sales Tax Permit.

 - C. The Washington County, State of Oklahoma Health Department, inspection and food truck permit.

 - D. The Washington County, State of Oklahoma Health Department, food handler's permit for those persons preparing and/or serving food from the food truck.

 - E. The State of Oklahoma Vehicle Registration for the Food Truck to be in Bartlesville.

 - F. The Vehicle Insurance Certificate for the Food Truck to be in service in Bartlesville naming the City of Bartlesville as the Certificate Holder.

 - G. Color photographs of the Front, Back, and both Sides of the Food Truck showing current graphics on the Food Truck. Graphic photographs must be re-submitted if changed before the food truck is placed into service.

Present Food Truck Business License Applications to the Community Development Department located on the second floor of the Bartlesville City Hall, 401 S Johnstone Ave. Bartlesville, Oklahoma 74003. Please allow three business days for application processing.

For further information, call 918-338-4244.