



CITY OF BARTLESVILLE BUSINESS LICENSE APPLICATION

401 S. Johnstone, Bartlesville, OK 74003 Phone (918) 338-4244

INSTRUCTIONS: Please complete application (print or type only). Do not write in shaded areas. Licensing period runs from July 1 to June 30 of each year. Business license must be renewed annually. Return application with a check for the required fee made payable to the City of Bartlesville .		OFFICE USE ONLY
1 Business Type: _____	2 Business Start Date (at this location): _____	County Parcel No.: _____
3 Primary Function of Business: _____	4 Is this a new business? ____ Yes ____ No Is this a new location for an existing business? ____ Yes ____ No	Zoning District: _____
5 D.B.A. (Name of Business): _____ Business Location: _____ City _____ State _____ Zip _____		Inspector: Yankovich Ullrich Topping
6 Mailing Address (if Different from Business Location): Address _____ City _____ State _____ Zip _____		CHECKLIST: <input type="checkbox"/> Contractor Reg. <input type="checkbox"/> Sign Installer <input type="checkbox"/> Tree Trimmer <input type="checkbox"/> ODEQ Approval <input type="checkbox"/> Beer Sales <input type="checkbox"/> Liquor Sales (ABLE) <input type="checkbox"/> State Sales Tax <input type="checkbox"/> Vending Machine
7 Owner/Principal/Corp. Officer: Name _____ E-mail address: _____ Title _____ Address _____ City _____ State _____ Zip _____ Telephone No. _____ Fax No. _____		FEES: \$40.00/year \$20.00/half-year Duplicate \$10.00 Pawn Shop - \$50 Minor Home Occ \$5.00 Major Home Occ \$10.00 Total:
8 Business Ownership Status: ____ Sole Proprietor ____ Partnership ____ Corporation ____ LLC ____ Non-Profit ____ Other:	9 Emergency Contact Information: (Required for fire and police protection) Name _____ Telephone No. _____	11 Federal Employer's ID #: _____ OR Social Security #: _____
10 Applicant Contact Information: Business Phone No. _____	12 Property Owner if different from Applicant: Name _____ E-mail address: _____ Title _____ Address _____ City _____ Telephone No. _____ Fax No. _____	
13 Does your business require a license from the State of Oklahoma? ____ Yes ____ No		Application Approved By: (Land Use/Planning)
14 Oklahoma State Sales Tax Permit No: _____ Not Applicable _____ State Health Department Approval: ____ Yes ____ Not Applicable		Zoning Official
I declare under penalty of perjury that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial, cancellation, suspension, or revocation of the business license and/or certificate of occupancy.		Application Approved By:
_____ Signature of Owner or Authorized Agent	_____ Title	_____ Date
		Building Official

				Additional Requirements
1	Is your business located within the City limits of Bartlesville?	Yes	No	
	If no, where is your business located?			
2	Is your business located in a commercial location?	Yes	No	Building and Fire Inspection Required
3	Is your business located in your home?	Yes	No	Home Occupation Permit Required
4	Is your business located in or near Downtown Bartlesville?	Yes	No	Design Review Required
5	Are you an out-of-town contractor working in the City?	Yes	No	1) If mechanical, electrical, plumbing, or roofing contractor, registration of State license required.
6	Are you an out-of-state contractor working in the City?	Yes	No	Same as above
	If yes to #5 or #6, what type of contractor are you?			See above.
7	Does your business involve installing or erecting signs?	Yes	No	Sign Contractor License Required
8	Does your business involve tree trimming above 12-feet in height?	Yes	No	Tree Trimmer's License Required
9	Does your business involve any door-to-door solicitation?	Yes	No	Temporary business license required
10	Does your business involve the use of a temporary or portable structure, tent, stand, trailer?	Yes	No	Temporary business license required
11	Does your business involve service or sale to a customer directly from a vehicle?	Yes	No	Temporary business license required
12	Does your business involve the sale, transport, distribution, or manufacture of food or non-alcoholic drink?	Yes	No	State Health Department Inspection Required; Must be obtained prior to city business license
13	Does your business involve the sale, transport, distribution, or manufacture of beer, wine, or liquor?	Yes	No	
14	Does your business involve the use of vending machines, video games, pool tables, or other coin-operated amusement devices on premises?	Yes	No	
15	Does your business involve the sale or rental of tangible personal property, like merchandise, goods, or products?	Yes	No	
16	Does your business involve the furnishing of specific services such as serving of food and drink, transportation, or lodging?	Yes	No	
17	Will there be bulk liquids (in quantities above 10 gallons) used or stored on site?	Yes	No	
18	Will there be any hazardous, unstable, toxic explosive or flammable materials, or poisonous gas used or stored on site?	Yes	No	Fire Department Inspection Required
19	Does your business involve the use of water in a commercial, manufacturing, or industrial process?	Yes	No	Approval from Utilities Director Required
20	Is there a planned or potential material discharge to the City sanitary sewer or storm drainage system from the site?	Yes	No	Approval from Utilities Director Required
21	Does your business require a separate license from the State of Oklahoma or the United States Government?	Yes	No	
	If yes, have you obtained this license?			
22	Does your business involve selling of second-hand goods or pawnbroking?	Yes	No	
23	Does your business involve septic tank cleaning and hauling services?	Yes	No	