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 column. Licensing period runs from July 1 to June 30 of each year. Business licenses must be renewed annually. Return application to the City of Bartlesville at the address above or to permits@cityofbartlesville.org.

1 License Type: *Write in or select from dropdown* ...

2 Business Start Date (at this location):

3 Primary Function of Business:

4 Is this a new business? ☐ Yes ☐ No

Is this a new location for an existing business? ☐ Yes ☐ No

5 Business Name: _____ DBA _____

Business Address _____

Business Phone No._____

City _____ State _____ Zip _____

6 Mailing Address (if Different from Business Location):

Address _____

City _____ State _____ Zip _____

7 Owner/Principal/Corp. Officer:

Name _____ E-mail address: _____

Title _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

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. _____

10 Applicant Name: _____

Phone No._____ Email: _____

11 Federal Employer ID # _____

OR

Social Security #:

12 Property Owner (if different from above):

Name _____ E-mail address: _____

Address _____

City _____ State _____ Telephone No. _____

13 Does your business require a license from the State of Oklahoma? ☐ Yes ☐ No

14 Oklahoma State Sales Tax Permit No: _____ Not Applicable ☐

State Health Department Approval: ☐ Yes ☐ Not Applicable

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.

_____ _____ _____

Signature of Owner or Authorized Agent **Title** **Date**

OFFICE USE ONLY

County Parcel No.:

Zoning District:

Inspectors:
Building:
Reeves 918-214-4778
Williams 918-440-9296
Fire:
Watson 918-331-7286

CHECKLIST:
___ Contractor Reg.
___ Sign Installer
___ Tree Trimmer
___ ODEQ Approval
___ Beer Sales
___ Liquor Sales (ABLE)
___ State Sales Tax
___ Vending Machine

FEES: *(Please note: Initial fees are prorated on a monthly basis from July.)*

Annual fee $40.00

Additional fees required for home businesses:

+Minor Home Occup. $5.00
+Major Home Occup. $10.00

Application Approved By:
(Land Use/Planning)

Zoning Official

Application Approved By:

Building Official

12/2025

	Please answer the following questions.			Additional Requirements
1	Is your business located within the City limits of Bartlesville?	Yes	No	
	If no, where is your business located? _____			
2	If located in Bartlesville, is your business in a commercial location?	Yes	No	Building and Fire Inspection is required.
3	If located in Bartlesville, is your business run out of your home?	Yes	No	Home Occupation License is required.
4	Is your business located in or near Downtown Bartlesville?	Yes	No	Design Review may be required.
5	Are you an out-of-town contractor working in the City?	Yes	No	If mechanical, electrical, plumbing, or roofing contractor, State of Oklahoma contractor license is 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? _____			
7	Does your business involve installing or erecting signs?	Yes	No	Certificate of Liability Insurance & Bond are required.
8	Does your business involve tree trimming above 12-feet in height?	Yes	No	Certificate of Liability Insurance is required.
9	Does your business involve any door-to-door solicitation?	Yes	No	Temporary business license is 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 sales to a customer directly from a vehicle?	Yes	No	Temporary business license is required.
12	Does your business involve the sale, transport, distribution, or manufacture of food or non-alcoholic drink?	Yes	No	State Health Department Permit is 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	ABLE License is required. Must be obtained prior to city business license.
14	Does your business involve the use of vending machines, video games, pool tables, or other coin-operated amusement devices on premises?	Yes	No	A license (sticker) is required for each device.
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 is required.
19	Does your business involve the use of water in a commercial, manufacturing, or industrial process?	Yes	No	Approval from Utilities Director is 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 is 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?	Yes	No	
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	Disposal permit is also required.