



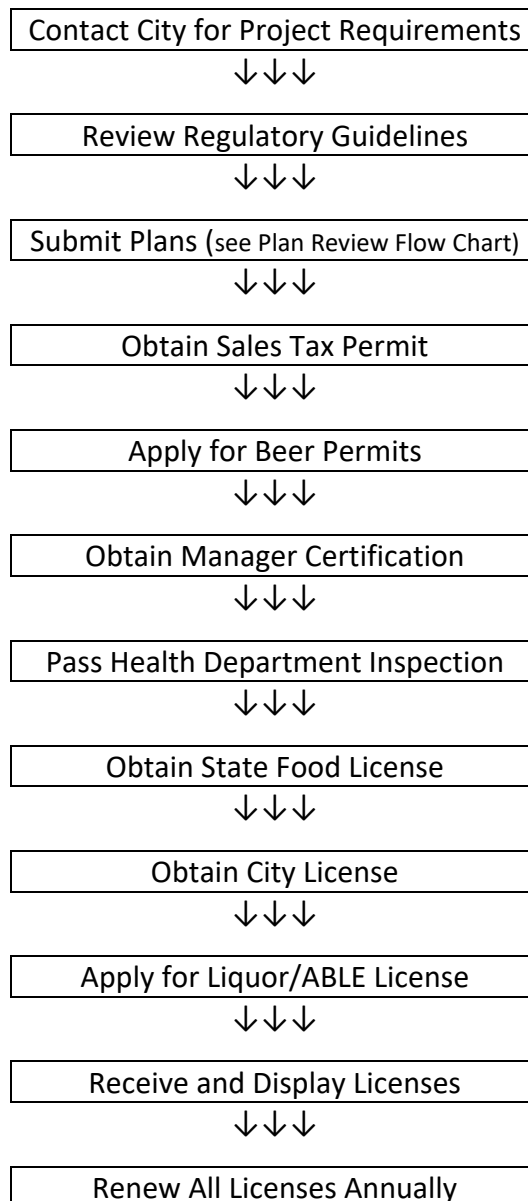
TULSA CITY-COUNTY HEALTH DEPARTMENT

5051 S. 129th E. Ave. • Tulsa, Oklahoma 74134

918-595-4300

Fax: 918-595-4339

STEPS TO OPEN AND MAINTAIN A FOOD SERVICE ESTABLISHMENT IN TULSA COUNTY



KEY AGENCIES WHEN OPENING A FOOD SERVICE ESTABLISHMENT IN TULSA COUNTY

<p>Tulsa City-County Health Department Food Protection Services 5051 S. 129th E Ave Tulsa, OK 74134 Phone: (918) 595-4300 Fax: (918) 595-4339 Monday through Friday, 8 a.m. to 4 p.m. Website: https://www.tulsa-health.org/food-safety</p>

<p>Alcoholic Beverage Laws Enforcement (ABLE) Commission <u>Oklahoma City office</u> 3812 N. Santa Fe, Suite 200 Oklahoma City, Oklahoma 73118 Office: (405) 521-3484 Fax (405) 521-6578 TOLL FREE NUMBER: (866) 894-3517 Website: https://www.ok.gov/able.index.html</p>	<p><u>Tulsa Office</u> 440 S Houston, Suite 110 Tulsa, OK 74127 Office: (918) 581-2402 Fax: (918) 581-2436 **not all services available at this office</p>
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<p>Oklahoma State Department of Health Consumer Protection Division <u>Mailing Address:</u> PO Box 268815 Oklahoma City, OK 73126</p>	<p><u>Physical Location:</u> 1000 NE 10th Street Oklahoma City, OK 73117</p>
<p><u>Contact Information:</u> Phone: (405) 271-5243 Fax: (405) 271-5286 Email: CHSLicensing@health.ok.gov Website: https://www.ok.gov/health/Protective Health/Consumer Health Service/Foods/</p>	

<p>Oklahoma Tax Commission (OTC) <u>Oklahoma City Office</u> 2501 N Lincoln Boulevard Oklahoma City, OK 73194 Connors Building, Capital Complex (NW Corner Building of Complex) Phone: (405) 521-3160 Monday through Friday: 7:30 a.m. to 4:30 p.m.</p>	<p><u>Tulsa Office</u> 440 South Houston, 5th Floor Tulsa, OK 74127 Phone: (405) 521-3160 Monday through Friday: 8 a.m. to 4:30 p.m. Website: https://www.ok.gov/tax/</p>
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<p>City of Tulsa 175 E. 2nd Street, Tulsa, OK 74103 Phone: (918) 596-9456 Monday through Friday: 8 a.m. to 4 p.m. Website: https://www.cityoftulsa.org/government/departments/development-services/permitting/</p>

<p>City of Broken Arrow 220 S First Street, Broken Arrow, OK 74012 Phone: (918) 259-8333, press 0 Monday through Friday: 8 a.m. to 4 p.m. Website: https://www.brokenarrowok.gov/228/One-Stop-Division</p>

THE INTENT OF THIS DOCUMENT IS TO PROVIDE GENERAL GUIDANCE WHEN OPENING & OPERATING A FOOD ESTABLISHMENT IN TULSA COUNTY.

PLEASE CONSULT WITH APPROPRIATE ENTITIES REGARDING YOUR PARTICULAR SITUATION.

*NOTE: SOME STEPS OUTLINED IN THIS DOCUMENT MAY NOT APPLY.
EXAMPLE: IF YOU WILL NOT BE SELLING ALCOHOL, AN ALCOHOL LICENSE IS NOT NECESSARY;
SOME MUNICIPALITIES DO NOT REQUIRE CITY LICENSES.*

1. **CHECK ZONING** – Ensure that your site is zoned to allow food service establishments. Check with the municipality planning and permit center office.

Each city reviews the submitted application to determine what type of businesses can exist at the address provided. If the property is not zoned for what you would like to do, additional steps will be required to change or update the designation before construction begins.

In Tulsa County, changes to zoning is handled by the Land Development Services Division of the Indian Nations Council of Governments (INCOG)

Phone: 918/584-7526.

Website: <http://www.incog.org/index.html>

2. **CHECK BUILDING, SITE CONSTRAINTS AND CERTIFICATE OF OCCUPANCY** – Depending on the location of the business, there may be other limitations on what activities can occur on that property (not related to Zoning).

This allows a City Plans Examiner to evaluate the effect that the proposed construction or remodel will have on the building and the neighborhood, and to identify any special stipulations that should be imposed on the business.

Example: There are limitations on how close a business that serves alcoholic beverages can be to school, churches, and some child care facilities.

3. **REVIEW REGULATORY GUIDANCE** – Ensure that your establishment complies with required regulations to promote health and safety, and to provide your business a foundation for success.

State Regulations: “Rules for Food Service Establishments (OAC 310:257),” from the Oklahoma State Department of Health (OSDH) available online at:

<https://www.ok.gov/health2/documents/CPD-OSDH%20257%20FDA2009%20Finalized%208-31-11.pdf>

You may also contact the Tulsa Health Department (THD), Food Protection Division (918/595-4300) for additional assistance. Some cities within Tulsa County have additional requirements in their local ordinances for Food Establishments.

4. **SUBMIT PLANS** – To construct, remodel, or convert a location into a food or manufacturing establishment, plans must be checked and approved by the THD Food Protection Division for compliance with applicable city and state codes.

Requirements for submission of plans:

Fill out a Plan Review Application (Food Establishment or Mobile Facility)

Brick & Mortar Facility: https://www.tulsa-health.org/sites/default/files/page_attachments/Plan%20Review%20Application%20Establishment%2018-0327.pdf

Mobile Facility: https://www.tulsa-health.org/sites/default/files/page_attachments/Plan%20Review%20Application%20Mobile.pdf

Two (2) sets of plans for all cities except for Broken Arrow where three (3) are required.

Application Fee: **\$425**

Contact: THD Plan Review Coordinator or Supervisor for questions (918/595-4300)

No construction or remodel work should begin until after plans are reviewed approved by THD.

Note: This process allows THD to assist you from the beginning of your journey and to use your resources wisely. A personal consultation or pre-review meeting may help you eliminate costly mistakes in the construction, remodel, or conversion of your food or beverage establishment.

Note: There may be additional city specific requirements for Plan Review. Contact the City Permit or Inspections Services program where you wish to open and operate your business. Additional information when submitting for permits may be required. (Such as: Building, Plumbing, Electrical, Mechanical, Fire, Parking, Alarms, Signs).

5. OBTAIN SALES TAX PERMIT – Contact the Oklahoma Sales Tax Commission.

You may apply online at: https://www.ok.gov/tax/Online_Services/Online_Business_Registration.html

Allow 5 days minimum, if applying online. Filing in person is recommended for expedited service.

6. REQUEST ALCOHOL LICENSE – Contact ABLE Licensing Department for the processing of all new, renewal, and change applications regarding an alcohol license.

The ABLE website is a resource to help you understand the alcohol laws of Oklahoma and licensing process.
https://www.ok.gov/able/Licensing_and_Application/index.html

License Application: [https://www.ok.gov/able/documents/ABLE%20Form-Interim%20Retail%20Application%20\(006\).pdf](https://www.ok.gov/able/documents/ABLE%20Form-Interim%20Retail%20Application%20(006).pdf)

Note: There may be a City and/or County Alcohol License required. Please check with your local jurisdiction regarding this requirement and the application process.

7. ACQUIRE FOOD MANAGER CERTIFICATE – For guidance and a list of accepted ANSI-accredited training programs, refer to: <https://www.tulsa-health.org/food-safety/food-classes-permits/managers-certification> or call THD at (918) 437-3338 [food handler office] or (918)595-4300 [main office].

The Original Certificate should be posted in the food establishment – photocopies not accepted.

NOTE: This certificate helps to ensure that all operators and persons-in-charge of a food establishment know and understand basic food handling principles. It must be obtained within 30 days of the health department licensing inspection. Ideally, this course should be taken prior to the facility being open for business.

8. PASS HEALTH DEPARTMENT INSPECTION – When you are confident your establishment has been properly constructed and meets all required standards (see Step 2, 3 and 4), contact the THD to schedule an appointment for inspection at 918-595-4300 (main office). Have the business address available if you do not know who your assigned inspector is.

Allow 3-4 days' notice, minimum, for an available appointment with the inspector.

Upon passing the inspection, you will be issue an Application for Food Establishment License (ODH Form 828). If your establishment is in a municipality with a City License (Tulsa, Broken Arrow, or Bixby), the inspector will also issue you an application for a City Food License.

9. OBTAIN LICENSES –

- **OSDH Food License** – **Must be mailed/purchased within 4 business days** from day of licensing. Mail or deliver in person the *Application for Food Establishment License* to the OSDH.
- **City Food License** – If establishment is located in Tulsa, Broken Arrow, or Bixby, mail or deliver in person to the appropriate City License office. Include a copy of your sales tax permit.

Tulsa walk-in:
City Hall Street Level
One Technology Center
175 E. 2nd St
Tulsa, OK 74101

Tulsa mail in:
Tulsa Finance Licensing
P.O. Box 451
Tulsa, OK 74101

Broken Arrow walk-in:
City Hall – Permit Center
220 S. 1st St
Broken Arrow, OK 74013

Broken Arrow mail-in:
City Hall – Permit Center
P.O. Box 610
Broken Arrow, OK 74013

Bixby walk-in:
City Hall – Office of Treasury
116 W. Needles
Bixby, OK 74008

Bixby mail-in:
City of Bixby
P.O. Box 70
Bixby, OK 74008

10. RECEIVE AND DISPLAY LICENSES – When you receive your license(s), place it (them) in a visible location inside your food establishment.

Note: Licenses are not transferable from one individual to another, nor from one location to another. If you change ownership, lease your food establishment to another person, or move to a new location, a new license must be obtained. Please contact our office at 918/595-4300.

11. RENEW LICENSES ANNUALLY – Ensure that you renew your licenses every year in a timely manner.

Note: License renewals are mailed out each year. Please look for these and respond to avoid late fees.

- *OSDH (State) licenses expire 1 year from date of issue. You should look for a renewal notice approximately 6 week prior. If you do not receive a renewal notice, please contact our office.*
- *City licenses expire June 30th each year. Renewals are mailed in Mid-May. If you do not receive your renewal notice by July 1st, please contact our office.*

For City of Tulsa, Broken Arrow and Bixby licenses, you must submit a copy of your sales tax permit with the application and license fee. It will be returned if not submitted.

All Sales Tax payments and fees must be current and up-to-date before many cities will issue a new or renewal Food License. If unable to purchase a license due to tax issues, a facility may be required to close until a valid License is obtained.

**For any questions, concerns or additional information regarding a food or beverage facility,
please call the Tulsa Health Department at 918/595-4300.**