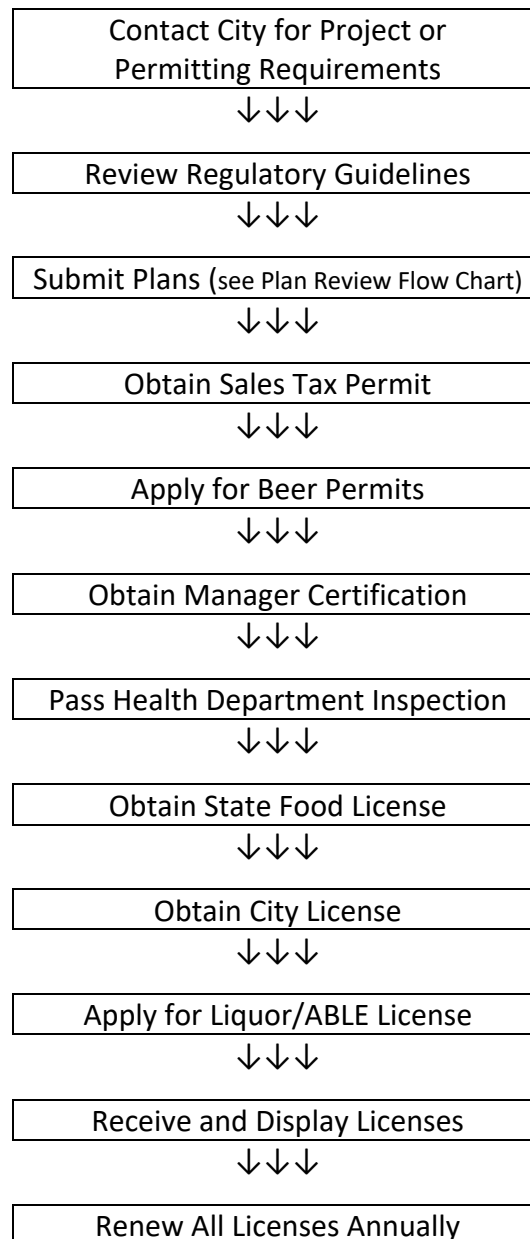


## STEPS TO OPEN AND MAINTAIN FOOD ESTABLISHMENT



## TULSA COUNTY AGENCY RESOURCES

### **Tulsa City-County Health Department**

Food Protection Services  
5051 S. 129<sup>th</sup> 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>

### **Alcoholic Beverage Laws Enforcement (ABLE) Commission Oklahoma City office**

3812 N. Santa Fe Ave., Suite 200  
Oklahoma City, Oklahoma 73118  
Office: 405-521-3484 Fax: 405-521-6578  
TOLL FREE NUMBER: 1-866-894-3517  
Website: <https://www.ok.gov/able/>

### **Oklahoma State Department of Health**

Consumer Protection Division

Mailing Address:

PO Box 268815  
Oklahoma City, OK 73126

Physical Location:

123 Robert S. Kerr Ave.  
Suite 1702  
Oklahoma City, OK 73102

Contact Information:

Phone: 405-271-5243  
Fax: 405-271-5286  
Email: [CHSLicensing@health.ok.gov](mailto:CHSLicensing@health.ok.gov)  
Website: [https://www.ok.gov/health/Protective\\_Health/Consumer\\_Health\\_Service/Foods/](https://www.ok.gov/health/Protective_Health/Consumer_Health_Service/Foods/)

### **Oklahoma Tax Commission (OTC)**

Oklahoma City Office

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.

Tulsa Office

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/>

### **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/>

### **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/business/business-registration-licensing>

# Tulsa County Food Establishment Guidance

***Please consult with the appropriate agency regarding individual situations.***

*NOTE: Some of the information outlined below may not apply to your business model.  
For example: an alcohol license isn't necessary if establishment will not be selling alcoholic beverage and some municipalities in Tulsa County don't require city licenses.*

- 1. CHECK ZONING** – Ensure that the establishment site is zoned for food establishment use. Check with the city planning and permit office.

Each city reviews applications to determine what type of businesses can exist at addresses provided. If the property is not zoned for planned use, additional steps will be required to change or update the designation before construction begins.

In Tulsa County, zoning changes are handled by the Tulsa Planning Office - 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 business location there may be additional limitations to the type of activities that can occur on that property (not related to Zoning).

A City Planning Examiner will evaluate the effect that the proposed construction or remodel would have on the building and/or neighborhood and identify any special stipulations that should be imposed.

*Example: existing limitations on how close a medical marijuana dispensary can be located to schools, churches, or childcare facilities.*

- 3. REVIEW REGULATORY GUIDANCE** – Ensure that establishment complies with required regulations in order to promote health and safety and set your business up 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>

Also contact the Tulsa Health Department (THD), Food Protection Services Program at 918-595-4300 for additional assistance. Some Tulsa County cities have additional requirements in their local ordinances.

- 4. SUBMIT PLANS** – To construct, remodel, or convert a location into a food or manufacturing establishment, plans must be reviewed and approved by the THD Food Protection Services Program to ensure compliance with applicable city and state codes.

Requirements plan submission:

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

*Brick & Mortar Establishment:* [https://www.tulsa-health.org/sites/default/files/page\\_attachments/Plan%20Review%20Application%20Establishment%2018-0327.pdf](https://www.tulsa-health.org/sites/default/files/page_attachments/Plan%20Review%20Application%20Establishment%2018-0327.pdf)

*Mobile Establishment:* [https://www.tulsa-health.org/sites/default/files/page\\_attachments/Plan%20Review%20Application%20Mobile.pdf](https://www.tulsa-health.org/sites/default/files/page_attachments/Plan%20Review%20Application%20Mobile.pdf)

**Application Fee: \$425**

PDF plan drawings and application may be sent to [PlanReview@tulsa-health.org](mailto:PlanReview@tulsa-health.org)

If submitting paper copies, Broken Arrow requires three sets of plans for and for all other cities submit two (2) sets of plans.

**Contact:** THD Plan Review Coordinator or FPS Supervisor with any questions at 918-595-4300.

No construction or remodel work should begin until after plans have been reviewed and approved by THD.

*Note: the plan review process helps to ensure that your resources are used wisely. A personal consultation or preliminary meeting may help to eliminate costly mistakes during the construction, remodel, or conversion of your establishment.*

Remember to contact other City Permit or Inspections Service programs to find out if there are other requirements for: Building, Plumbing, Electrical, Mechanical, Fire, Parking, Alarms, Signage.

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

Applications available online at: [https://www.ok.gov/tax/Online\\_Services/Online\\_Business\\_Registration.html](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 to process alcohol licenses, renewals, or change applications.

*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](https://www.ok.gov/able/Licensing_and_Application/index.html)

*License Application:* [https://www.ok.gov/able/Licensing\\_and\\_Application/Application\\_Types.html](https://www.ok.gov/able/Licensing_and_Application/Application_Types.html)

*Note: Additional City and/or County Alcohol License may be required. Please check with local jurisdiction regarding this requirement and 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-and-permits/managers-certification> or call THD at 918-595-4300.

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

*NOTE: Managers Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Certificate must be obtained within 30 days of the health department licensing inspection. Ideally, this course should be taken prior to establishment opening.*

**8. PASS HEALTH DEPARTMENT INSPECTION** – once the establishment has been properly constructed and meets all required standards (see Step 2, 3, and 4), contact the THD at 918-595-4300 to schedule an inspection. If unaware of assigned inspector, be prepared to provide the business address.

*At a minimum allow three to four business days' notice when scheduling appointments with the inspector.*

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

**9. OBTAIN LICENSES** – THD inspectors will collect license payment(s) at time of inspection.

- **OSDH Food License** – check or money order for \$425 payable to OSDH.
- **City Food License** – issued for establishments within the city limits of Tulsa, Broken Arrow, or Bixby.

The inspector will provide applicable city license fee amounts when the licensing appointment is made. Please have a copy of the establishment's sales tax permit available for the inspector at time of licensing.

**10. RECEIVE AND DISPLAY LICENSES** – when license(s) have been received, place in a visible location at the food establishment.

**Note: Licenses cannot be transferred** from one license holder to another, from one physical address to another, or from one type of operation to another. A new license must be obtained if there is a change ownership, the food establishment lease changes to another person, or the establishment moves to a new location. If changes occur, please contact Food Protection Services Program office at 918-595-4300.

**11. RENEW LICENSES ANNUALLY** – remember to renew establishment licenses in a timely manner each year.

**Note:** License renewals are mailed out each year, be on the lookout for these and respond timely to avoid late fees.

- *OSDH (Oklahoma State) licenses expire one year from date of issue. Look for establishment renewal notice approximately six weeks prior to expiration. If renewal notice isn't received, please contact our office.*
- *City licenses expire June 30<sup>th</sup> each year. Renewals are mailed in May. If renewal notice isn't received by July 1<sup>st</sup>, please contact our office.*

A copy of the establishment sales tax permit must be submitted along with license fees and City of Tulsa, Broken Arrow, and Bixby license renewal applications. The renewal license application will be returned if not included.

***Note: 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 sales tax issues, an establishment may be required to close until a valid food license is obtained.***

**For any questions, concerns or additional information regarding a food establishment, please call Tulsa Health Department, Food Protection Services Program at 918-595-4300.**