

City of Tulsa
License Center
175 E. 2nd Street, Ste. 255
Tulsa, OK 74103
(918) 596-7640

How to Obtain an Outdoor Seller's License

1. ***Application must be complete and all required items attached before returning to License & Collections.*** Complete the attached application. Application must be notarized.
2. Apply for a Special Exception to Conduct Outdoor Selling from the Board of Adjustment, 201 West Fifth Street, Suite 600, (918) 584-7526.
3. If the Board of Adjustment approves the application for Special Exception, apply for a Zoning Clearance Permit and Sign Permit from Public Works/Permits Section, 175 E. 2nd Street, 4th Floor.
4. Submit the Zoning Clearance Permit and Sign Permit to License Center staff, 175 E. 2nd Street, Ste. 255, with the following items:
 - ❑ A copy of your State of Oklahoma Sales Tax Permit, or proof that you or your employer are exempt from the payment of sales tax. To obtain a Sales Tax Permit, contact the Oklahoma Tax Commission at (918) 581-2751.
 - ❑ A written, notarized statement by the legal owner of the land upon which any fixed outdoor business location shall be located authorizing the use of the land for the purposes desired by you the applicant.
 - ❑ An application fee of \$15.00.
5. Within seven (7) business days after receipt of the application, the Director shall either approve or disapprove the application. Grounds for disapproval are outlined in Title 21, Chapter 20 of the Tulsa Revised Ordinances.



Application for Outdoor Seller's License

Applicant Name (First)		(Middle)	(Last)	
Social Security Number		Date of Birth	Place of Birth	Gender
Weight	Height	Eye Color	Hair Color	Race
Local Address		City/State		Zip Code
Legal Address		City/State		Zip Code
Brief Description of Business to be Conducted and Items to Be Sold				
Legal Description and Address of Fixed Outdoor Location Desired for Business				
Days of Week and Length of Time Business will be Conducted			Business Hours	
License Number and Description of Any Vehicle to be Used				
Oklahoma Tax Commission Sales Tax Number and Expiration Date				
Description and Content of Any Signs to be Used				
Employer Name (if not self-employed)				
Employer Address		City/State		Zip Code
Brief Description of Credentials				

I _____, of lawful age being first duly sworn, deposes and says as follows. I have not been convicted within the previous five (5) years of a felony or misdemeanor involving dishonesty or fraud, and the punishment or penalty assessed.

I am aware that my license may be revoked for any fraudulent information submitted in this application and for violation of any applicable provisions of the Outdoor Seller's Ordinance.

Signature of Deponent
(Applicant)

Subscribed and sworn before me this _____ day of _____, 20 ____.

My Commission
Expires

Notary Public