

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

How to Obtain a Mobile Vendor/Outdoor Seller 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. Submit the application 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.
 - ***For vendors selling on private property:*** 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.
 - Application fee of \$20.00 (new licenses only) and license fee of \$30.00
3. 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.



CITY OF
Tulsa
A New Kind of Energy.

Application for Mobile Vendor/Outdoor Seller License

Applicant Name (First)		(Middle)	(Last)	
Local Address	City	State	Zip Code	
Legal Address	City/State		Zip Code	
Name of Business and Brief Description of Business to be Conducted and Items to Be Sold				
Legal Description and Address of Fixed Outdoor Location Desired for Business – Seasonal Vendors Only				
Days of Week and Length of Time Business will be Conducted				
License Number and Description of Any Vehicle to be Used			Business Hours	
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				
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

The mobile vendor shall not sell or vend from his or her vehicle or conveyance when:

Within one hundred fifty (150) feet of a public or private school grounds during the hours of regular school session, classes or school-related events in said public or private school, except when authorized in writing by said school.

Within one hundred fifty (150) feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor unless authorized in writing by the stationary business establishment.

Within one hundred fifty (150) feet of a restaurant, café or eating establishment which is open for business unless authorized in writing by the stationary business establishment.

Within one hundred fifty (150) feet of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City.

Within one hundred fifty (150) feet of City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food at such property.

Within one hundred fifty (150) feet of the location for which a special event permit has been issued during the time specified from the start through completion of the special event.

"Mobile food service establishment" means a facility that prepares food and is vehicle mounted (is Department of Transportation road approved, including wheels and axles), is readily moveable and remains at one (1) physical address for no more than twelve (12) hours at one (1) time. These operations must physically return to their commissaries daily for Health Department compliance, including but not limited to wastewater disposal, maintenance, cleaning, etc.

I state that I am the mobile vendor on said application and have read the above criteria and attest that I will comply with all six stipulations as stated. I further understand that if found not to be in compliance with the above stipulations will be subject to immediate removal and/or citations.

Signature

Date