



Business Startup Guide

OPENING A FOOD TRUCK



01: Create Your Business



02: Plan Your Space



03: Apply for Permits



04: Begin Construction



05: Prepare to Open



06: Open Your Doors





Step One

CREATE YOUR BUSINESS

In order to create your business, you will need to know the type of food truck you want to open.

Registering or Filing a Formal Legal Structure

You will need to know how to register your business properly: Corporations, LLC's and Limited Partnerships need to be registered with the [Oklahoma Secretary of State](#). Formal legal structures must be filed with the Secretary of State, as outlined under the agency's specific procedures and forms. After submission of the necessary documents and payment of the related fees, the Secretary of State will issue a certification that the filing for the legal structure has been accepted.

Business Name and Business Plan

If you know the name of the business you wish to open, you can register the name with the Secretary of State. This is not a required step but registering the name will protect its use in Oklahoma.

+ **CONTACT:** Oklahoma Secretary of State
www.sos.ok.gov/business/default.aspx

Employer's Tax ID Numbers

For a business operating as a sole proprietorship with no employees, the owner can choose to use his or her Social Security number as the identification number for its tax filing and financial accounting. Business that are organized under a formal legal structure are required to obtain and use a Federal Employer's Identification Number (EIN). This number is issued by the Internal Revenue Service (IRS) of the U.S. Treasury Department.

+ **CONTACT:** Internal Revenue Service
www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein

Sales Tax ID

You will need to obtain a Sales Tax ID from the State of Oklahoma. This is an important step that should be done earlier in order to avoid delays receiving other permits.

+ **CONTACT:** Oklahoma Tax Commission
www.ok.gov/tax/Online_Services/Online_Business_Registration.html
(405) 521-3160



Step Two

PLAN YOUR SPACE

Even though you will not be operating out of a brick and mortar store, significant planning needs to occur to ensure that your food truck is a success.

To ensure that your food truck will be compliant with regulations, you should keep in mind that food trucks are required to comply with construction, plumbing, equipment, personnel, food, and commissary requirements. The regulations you will need to be aware of and comply with can be found [here](#), or in person at the Tulsa Health Department.

Selecting Your Location

Because you are mobile, the location of your business is not limited to traditional considerations like zoning. However, you may need to obtain a permit to operate at the location you are interested in. Therefore, you should contact the City of Tulsa when you plan to operate at any time to ensure that no additional permits are needed.

+ CONTACT: Mayor's Office of Economic Development
www.cityoftulsa.org/economic-development
(918) 576-5561



Step Three

APPLY FOR PERMITS

Have your licensed professional submit plans and required documents to the Tulsa Health Department and apply for construction permits with the City of Tulsa.

Changes are often made to plans if there are objections due to safety or compliance issues. Ensure that you are in contact with your licensed professional during each step of the construction process.

City of Tulsa Permits

The City of Tulsa requires that you apply for a Mobile Vendor/Outdoor Seller License before you open your business. In order to apply for the License, you will need to complete the application and return it to the License Center staff at 175 E. 2nd Street, Ste. 255, with the following items:

- A copy of your State of Oklahoma Sales Tax Permit, or proof that you are exempt from the payment of sales tax.
- 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 purposes desired by you're the applicant.
- Application fee of \$20.00 (new licenses only) and license fee of \$30.00.

The Mobile Vendor/Outdoor Seller License Application Form can be found [here](#). Please refer to the City of Tulsa with any questions regarding the Mobile Vendor/Outdoor Seller License.

+ **CONTACT:** City of Tulsa
www.cityoftulsa.org/economic-development
(918) 576-5561

Tulsa Health Department Permits

Building and construction plans must be submitted to the Tulsa Health Department (THD) for review prior to the opening of the mobile food establishment. *You should contact the Tulsa Health Department for more information about what should be submitted when opening a food truck.*

WHAT TO SUBMIT

Plans for the THD review must include the following:

- Plans drawn to scale
- Site plan – overall layout of the facility, including all wait stations, bars, services areas, kitchen, dish wash areas, customer service beverages and restrooms
- Equipment location and specification (equipment types, manufacturer & model numbers, if available)
- Plumbing location and type – floor drain, floor sinks, tough drains
- Ventilation plans
- Room finish schedule – finish materials and colors for floors, walls & ceilings
- Proposed menu
- Lighting locations and type

For specific details, please refer to the [food establishment construction guide](#).

SUBMITTING AN APPLICATION FOR REVIEW

Plan review applications can be obtained here or at the THD, located at 5051 South 129th East Ave. You will need to bring the appropriate fee, made payable to the Tulsa Health Department, along with the completed form when you deliver the plans to THD for review.

Two standard-sized copies of the plan are needed for review.

The THD prefers that plan be submitted as ARCH D or 24"x36" but other sizes will be accepted. Any plans submitted must be large enough to read. Plans submitted that are not legible may be rejected or denied during submission.

The review time should take approximately ten days. One set of plans and a written review summary outlining any necessary changes, will be returned to the submitter.

+ CONTACT: Tulsa Health Department
(918) 595-4300

Alcohol License

Are you planning to serve alcohol at your food truck? If so, you will need to contact the Alcoholic Beverage Laws Enforcement (ABLE) Commission to fill out an application for an alcohol license. Please refer to the ABLE website if you have any questions regarding Oklahoma alcohol laws and the licensing process.

In order to complete the ABLE alcohol license application, you will need a Certificate of Compliance from the City of Tulsa. The application for a Certification of Compliance can be found [here](#).

+ CONTACT: City of Tulsa
(918) 576-5561

+ CONTACT: Oklahoma ABLE Commission
(405) 521-3484



Step Four

BEGIN CONSTRUCTION

Now that you have applied for the necessary permits with the City of Tulsa and the Tulsa Health Department, you are ready to begin construction.

You should only begin construction with licensed contractors. You can check on the licensing status of a contractor with the Construction Industries Board of Oklahoma.

+ **CONTACT:** Construction Industries Board
<http://cib.ok.gov/are-they-licensed>
(405) 652-6550



Step Five

PREPARE TO OPEN

Once all inspections are completed, you will need to apply for a Certificate of Occupancy (CO).

Certificate of Occupancy

The Certificate of Occupancy assures that all new construction and redevelopments meet with appropriate zoning, building, electrical, plumbing, mechanical, safety, fire and environmental codes. Its purpose is to protect the health, safety and welfare of owners, occupants, and the general public.

All newly constructed restaurants must have a Certificate of Occupancy. If your project is located within an existing building that has changed in its use of functions, you will also need a Certificate of Occupancy.

+ **CONTACT:** City of Tulsa

www.cityoftulsa.org/media/2913/commercial_app_06012016.pdf
(918) 576-5561

Manager Certification

The City of Tulsa requires a manager certification for all restaurants within the city limits. To receive Manager's Certification, you must first complete an American National Standards (ANSI) accredited food protection manager certification program. After completing the training program, you must register the Manager's Certification with the Tulsa Health Department. You will need to bring your certificate of class completion and a valid photo ID to the Tulsa Health Department to register.

MANAGER'S CERTIFICATION CLASS OFFERINGS (LOCAL)

1. Tulsa Community College: (918) 595-7200
2. Tulsa Technology Center: (918) 828-5100
3. Oklahoma Restaurant Association: (800) 375-8181
4. Food Safety Training Specialist: (918) 252-3778

TULSA HEALTH DEPARTMENT REGISTRATION OF MANAGER'S CERTIFICATION

- You must present verification of your training completion or Challenge Test Certificate, plus valid photo identification.
- Registration is only available at the Eastgate Metroplex Training Center location.
- Nonrefundable certification fee is \$15 cash or credit card; no checks accepted.
- Manager's Certificates expire three years from the date of issuance.
- Avoid longer waits due to food handler class processing by applying for certification on Tuesdays.



Step Six

OPEN YOUR DOORS

Congratulations! You have opened your doors and are operating a food truck!

You should post all required permits and posters immediately. You should also schedule regular equipment maintenance and set periodic reminders in your calendar to review your permits and licenses. Be prepared for inspections by the Tulsa Health Department, which will happen throughout the year, sometimes unannounced. It is recommended that you hire a Commercial Cooking Cleaning Company that can help you maintain the necessary cleaning standards set forth by the Health Department.

Financing Considerations

i2E | INNOVATION TO ENTERPRISE

i2E assists business, companies, investors, researchers, and entrepreneurs to turn technological innovations into business opportunities. i2E has provided funding and business expertise to more than 700 of Oklahoma's emerging small businesses. Contact i2E for information on funding availability, start up assistance, and business planning.

OKLAHOMA SMALL BUSINESS DEVELOPMENT CENTER (OSBDC)

OSBDC's mission is to promote and enhance economic growth through business development and innovation. OSBDC provides business resources to existing and prospective businesses.

TULSA ECONOMIC DEVELOPMENT CORPORATION (TEDC)

TEDC supports small business development and expansion in the Tulsa region by utilizing public and private resources to give entrepreneurs and business owners access to financial and technical assistance.

Business Incentives

The Mayor's Office of Economic Development provides programs that assist with start-up capital, capital improvements to commercial and public properties and tax incentives. Through the relationship between the Mayor's Office of Economic Development and the Tulsa Regional Chamber, companies who may qualify for state incentives are connected to the state's Cabinet for Economic Development.

+ CONTACT: Mayor's Office of Economic Development
www.cityoftulsa.org/economic-development
(918) 576-5561