



Business Startup Guide

OPENING A RESTAURANT



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 restaurant 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

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Step Two

PLAN YOUR SPACE

You will need to find a location that is zoned for your business. Investing in a space that was previously a restaurant can save time and construction costs.

Zoning Requirements

The Tulsa Planning Office at Indian Nations Council of Governments (INCOG) can assist entrepreneurs with any zoning requirements for their property.

+ **CONTACT:** INCOG
www.incog.org
(918) 584-7526

Selecting Your Location

All the steps in this document may impact the location of your new business. Will you purchase or lease? You may want to consult a professional Realtor to help guide you through the process.

The Mayor's Office of Economic Development staff may also be available to help you find property that is either on the market or underutilized and suited for your specific needs.

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

Historic Preservation

The property you are considering for your business might exist within a historic preservation district and be subject to specific design restrictions and further approval process. Please contact the Tulsa Preservation Commission or the Tulsa Planning Office at INCOG for more information on HP zoning.

+ **CONTACT:** Roy Malcolm (Jed) Porter, Jr., Historic Preservation Planner
jporter@incog.org
(918) 579-9448



Step Three

APPLY FOR PERMITS

You may be required to obtain permits from the City of Tulsa dependent upon the type of construction your project requires.

The City of Tulsa highly encourages any business looking to open in Tulsa to schedule a Pre Development meeting with the City of Tulsa's Development Services Department. The Pre Development meeting for Code Compliance will help entrepreneurs understand the various building codes they must follow when opening a business.

City of Tulsa Permits

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There is a \$350 fee for a Pre Development meeting for Code Compliance, due at the time of application submittal. The fee will be credited towards any permit fees for the project in the future. Please contact the City of Tulsa to schedule a Pre Development meeting.

Please refer to the [City of Tulsa's Commercial Building Permit Process](#) guide for more information on the types of permits required to open a commercial building. You will still need to consult with a licensed building professional before you submit your applications for permits, the information presented in this guide is for reference only.

+ **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 establishment. Plan reviews are also required to be submitted on mobile food establishments.

WHAT TO SUBMIT

- 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 and 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 and 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 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 new restaurant? 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 restaurant!

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 and ABLE, 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.