



TULSA CITY-COUNTY HEALTH DEPARTMENT

5051 S. 129th E. Ave. • Tulsa, Oklahoma 74134

918-595-4300

Fax: 918-595-4339

Steps to obtaining Mobile Food Vending Permits and License Applications from the Tulsa Health Department

This document should be used as a reference checklist for the necessary steps a prospective mobile food operator should take in order to obtain food license applications and permits. Failure to complete these steps in the listed order may result in a delay in processing license applications.

PLAN REVIEW

A complete plan review application must be submitted to the Tulsa Health Department Food Protection Services located at 5051 S. 129th E. Ave, Tulsa OK.

- The plan review should include 2 complete mobile layouts that include menus, size of water tanks (in gallons) and layout of all equipment.
- The plan review application must be submitted with the fee of \$425.00 made payable to the Tulsa Health Department.

SALES TAX PERMIT

Apply for an Oklahoma Sales Tax number and ID. Mobile food license applications cannot be issued until your sales tax permit has been issued. The Tulsa Office of the Oklahoma Tax Commission is located at 440 S. Houston, 5th Floor and their phone number is 918-581-2399.

Broken Arrow and City of Tulsa Outdoor Mobile Vendor/ Itinerant Merchant Permit

Purchase the outdoor mobile vendor or itinerant merchant applications prior to scheduling an inspection at the Tulsa Health Department. *** If you do not plan to conduct business within the city limits of Tulsa or Broken Arrow, this step can be omitted.*

- Take a copy of your sales tax permit with you to obtain these permits. ****Be advised, this is not your license to operate a food business. This is just registering your mobile business with the city in which you plan to operate.**
 - If you will be conducting business within Tulsa city Limits please go to the Licensing and Permits office located at 175 E. 2nd St. (Tulsa City Hall) to obtain the outdoor mobile vendor permit.
 - If you will be conducting business in the city of Broken Arrow, please go to the One Stop Center for permits located at 220 S. First St., Broken Arrow.

COMMISSARY LOCATION

All mobile food units are required to have a commissary for disposing of waste water and servicing the mobile unit. Please print the mobile commissary agreement form on our website and complete the form prior to scheduling an inspection.

- If you are conducting business in Tulsa, contact the City of Tulsa Industrial Pre-treatment Group at 918-591-7361 and complete a Best Management Practice (BMP) form.

Enroll in a Certified Food Manager Course/Food Handler Permits

All mobile food units operating in Tulsa, Sand Springs, and Bixby are required to have a certified food manager. Please provide proof of enrollment in a manager's certification course or the actual manager's certificate. Additionally, all employees working in a mobile food unit must obtain a Tulsa Health Department issued food handlers card. Information can be found at: <http://www.tulsa-health.org/food-safety/food-classes-permits>

SCHEDULE A PRE-OPERATIONAL INSPECTION

Generally more than one inspection is required before obtaining your mobile food license application. For the initial inspection, the mobile unit will need to be transported to the Tulsa Health Department located at 5051 S. 129th E. Ave. in Tulsa.

- For this inspection be prepared to supply your own power. The inspector will check all electrical requirements (lighting, hot water, and ventilation), plumbing, equipment, connections, outer openings, and small wares such as soap, paper towels, thermometers, equipment sanitizer, test strips, etc. Any items noted during this inspection will be required to be corrected prior to obtaining a mobile food license application.
 - *Allow for at least 4 days (advance notice) when scheduling an inspection. Please be advised that during peak event season (May-June and September-October) additional notice may be required.*

SCHEDULE A LICENSING INSPECTION

Once all items noted during the pre-operational inspection have been corrected, call to schedule a final licensing inspection. This inspection will take place at the Tulsa Health Department located at 5051 S. 129th E. Ave and you must be able to supply your own power. All items will again be inspected during this time. In order for license applications to be issued, bring your valid Oklahoma Sales Tax permit along with cashier's checks, business checks or money orders (**no cash**). Also bring stamps to take care of postage for the applicable permits.

- Oklahoma State Department of Health mobile license fee (required for all operators) = \$425
- City of Tulsa mobile food license fee = \$155 + \$5 = \$160
- City of Broken Arrow mobile food license fee = \$150 + \$5 = \$155
- City of Bixby mobile food license fee = \$155 + \$5 = \$160