

## **FOOD SERVICE LICENSE**

1. Fill out online application completely.
2. When the online application is submitted, inspections from Planning Department, Building Code Department, Fire Department, and Environmental Services will be automatically scheduled. You will be contacted by a representative from each department.
3. You must upload a copy of your Oklahoma Sales Permit and Health Department License in the portal.
3. When inspections have been completed and submittals uploaded, you will pay for the license in the portal.

Food Service license fee is \$50.00 per year. There are inspection fees charged for the first license issued to a business as follows:

Building Code Compliance Inspection - \$20.00

Fire Department Inspection - \$20.00

Sign Inspection - \$15.00

Re-inspection - \$15.00.

**ALL CITY LICENSES EXPIRE MARCH 31ST OF EACH YEAR. LICENSES ARE HALF PRICE BETWEEN OCTOBER 1ST AND MARCH 31ST.**

City Clerk's Office      405-366-5386