



CITY OF NORMAN

SMALL BUSINESS RESOURCE GUIDE

START-UP ASSISTANCE, MARKET RESEARCH & BUSINESS PLANNING

You may have a fantastic concept for your business, but until you have done your research and drafted a business plan, it's just an idea. There are several low-cost and free resources available for aspiring entrepreneurs in Oklahoma to take your idea to reality.

ORGANIZATION	TYPE OF ASSISTANCE	CONTACT INFORMATION
Moore-Norman Technology Center www.mntc.edu	Training, business consulting & incubator space (South Penn Campus)	Henry Dumas, Small Business Management Coordinator henry.dumas@mntc.edu (405) 809-3540 Gina Bertolotti, Business Development Center Coordinator gina.bertolotti@mntc.edu (405) 809-3553
Oklahoma Small Business Development Center www.oksbdc.org	Workshops & free business counseling for all stages of business.	James Arati, Business Advisor jarati@okstate.edu (405)-321-4774 Mark Ragel, Business Advisor Mark.Ragel@oksbdc.org (580) 740-9160
Pioneer Library System www.pioneerlibrarysystem.org	Market research, business databases, business training kits, access to business publications, etc.	Laura Callaham, Business Outreach Specialist llallaham@pioneerlibrarysystem.org (405) 701-2666
REI Oklahoma & REI Women's Business Center www.reiok.org www.reiwbcc.org	Workshops, free business counseling, and access to capital.	Jennifer Edwards, WBC Program Manager jedwards@reiok.org (405) 319-8190
SCORE Oklahoma www.oklahomacity.score.org	Workshops & business mentoring for all stages of business.	okcscore@coxinet.net (405) 609-8004
U.S. Small Business Administration www.SBA.gov	Workshops, online training, business counseling via resource partners, loan programs, and more.	John Veal, Deputy District Director Oklahoma District Office john.veal@sba.gov (405) 609-8020

OTHER LOCAL RESOURCES

Several other entities work towards the goal of creating business success in Norman. These organizations can help you connect to key opportunities and additional resources in our community.

Norman Chamber of Commerce www.normanchamber.com (405) 321-7260	Norman Economic Development Coalition www.selectnorman.com (405) 573-1900	University of Oklahoma Tom Love Innovation Hub http://www.ou.edu/innovationhub/ (405) 325-2728
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BUSINESS REGISTRATION, LICENSING, PERMITS, & ZONING

Several types of taxes may be levied on businesses including income tax, employment tax, sales tax and others. Additionally, states, counties, and municipalities often require that you obtain licenses or permits in order to conduct business. The regulations vary based on your location and specific type of industry. Review the Oklahoma Department of Commerce’s Start-Up Guide for additional information (download their guide at www.okcommerce.gov/business).

ORGANIZATION	TYPE OF REGISTRATION	CONTACT INFORMATION
Internal Revenue Service (IRS)	Federal Employer Identification Number (FEIN or EIN). If you are a sole proprietor with no employees, you may not need to obtain a federal tax ID number.	www.irs.gov (800) 829-4933
Secretary of State	Register your business name & legal structure.	www.sos.ok.gov (405) 521-3912
Oklahoma Tax Commission	Complete the Oklahoma Business Registration Packet to obtain a sales tax permit or other types of business permits.	www.tax.ok.gov (405) 521-3160
Oklahoma Employment Security Commission (OESC)	If your business will have employees, you must register with the OESC to remit state unemployment taxes. Additionally, employers are required to obtain workers compensation insurance.	www.oesc.state.ok.us (405) 557-7100
Alcoholic Beverage Laws Enforcement (ABLE) Commission	If your business will sell alcoholic beverages, you will need to apply for appropriate licenses with ABLE.	www.able.ok.gov (405) 521-3484
Cleveland County Health Department	If your business will sell food and beverages, you will need to apply for appropriate licenses with the Cleveland County Health Department (part of the State Health Department).	www.ok.gov/health (405) 321-4048
City of Norman	Various permits and licenses are required to operate a business in Norman. First, you must ensure that your business location has appropriate zoning for your type of business. Second, construction or remodeling a building requires a building permit and inspections. Finally, certain types of businesses require that you obtain a license from the City. Many signs also require a permit from the City of Norman.	www.normanok.gov Planning & Zoning Division (405) 366-5433 Development Services Division (building permits) (405) 366-5432 City Clerk’s Office (food & beverage permits) (405) 366-5386

OTHER KEY CONTACTS

Before starting a business, it is important to recruit some additional players for your team. Important members of your team may include your accountant, your attorney, your banker, your insurance provider, and your financial planner. Starting a business is a major life decision and often a big risk; make sure you have a solid support network before making the leap.

For additional information about starting a business in Norman, Oklahoma, please contact:

Sara Kaplan, Retail Marketing Coordinator
Office of the City Manager, City of Norman
(405) 366-5257 or sara.kaplan@normanok.gov
www.destinationNorman.com