



Steps to Open and Maintain a Food Establishment in Oklahoma City and Oklahoma County

- 1** Check Zoning
- 2** Review Regulatory Guidance
- 3** Submit Plans
- 4** Obtain State Sales Tax Permit
- 5** Request Alcohol License
- 6** Obtain Food Manager Certificate
- 7** Pass Health Department Inspection
- 8** Obtain State License
- 9** Obtain City License
- 10** Receive and Display Licenses
- 11** Renew Licenses Annually

The intent of this document is to provide general guidance. Please consult with appropriate entities regarding your particular situation.

NOTE: Some steps outlined in this document may not apply. For example: if you will not be selling alcohol, an alcohol license is not necessary. Also, some municipalities do not require city licenses.

1. Check Zoning

Ensure that your site is zoned to allow a food establishment.

Check with the municipality zoning office.

For example, in Oklahoma City, call the City of OKC zoning office: (405)297-2623.

2. Review Regulatory Guidance

Ensure that your establishment complies with required regulations to promote health and safety and to provide your business a foundation for success.

State Regulations: “Title 310: OSDH, Chapter 257: Food Establishments”

Available online at:

https://www.ok.gov/health2/documents/20150429_310%20257%20Food%20Code%20UnOfficial%20Version.pdf

You may also contact the OCCHD Food Service & Environmental Health Division for additional assistance and guidance.

3. Submit Plans

Plan Review is required before:

- The construction of a food establishment;
- The conversion of an existing structure for use as a food establishment; or
- The remodeling of a food establishment or a change of type of food establishment or food operation.

Requirements for submission of plans:

1. Plan Review Application for a Food or Lodging Establishment

Plan Review Applications can be found on our website:

<https://www.occhd.org/index.php?CID=342>

2. One Set of Plans

3. Application Fee (\$425) The fee can be paid online at: occhd.org/payment

Contact: OCCHD Building Plan Review at (405)425-4327

Construction or remodel work **must not** occur until OCCHD has approved the plans.

4. Obtain State Sales Tax Permit

Contact the Oklahoma Tax Commission.

You may apply online at:

https://www.ok.gov/tax/Online_Services/Online_Business_Registration.html.

Allow 5 days minimum if applying online; filing in-person is recommended for expedited service.

5. Request Alcohol License

Contact the ABLE Licensing Department for the processing of all new, renewal, and change applications regarding an alcohol license.

The ABLE website is a resource to help you understand the alcohol laws of Oklahoma and licensing process.

https://www.ok.gov/able/Licensing_and_Application/

6. Acquire Food Manager Certificate

For guidance and a list of accepted certificates, refer to:

<https://www.occhd.org/fso>

or contact OCCHD by phone: (405)425-4347.

NOTE: This certificate must be obtained within 45 days after licensing.

Certificates must be posted in the Food Establishment.

7. Pass Health Department Inspection

When you are confident your establishment meets the required standards (See Step 2), contact OCCHD and schedule an appointment for inspection.

Within OKC, if a building permit was issued, phone: (405)316-5656.

Outside of OKC, or if a building permit not required, phone: (405)425-4347.

Upon passing inspection, the inspector will issue an Application for Food Establishment License (ODH Form 828).

If in OKC, the inspector will also issue an Application for the OKC Food Service License

8. Obtain State License

Must be obtained within 4 business days from the licensing inspection date.
Mail or deliver in person the white copy of the ODH Form 828 to OSDH.

9. Obtain City License

If establishment is in OKC, hand-carry the following required documents to the City of OKC Licensing Division: For more information on OKC Food Establishment licenses: <https://www.okc.gov/departments/development-services/business-licensing/business-licenses/food-service-establishment>

- OKC Food Service License Application
This is obtained from OCCHD
- OCCHD Food Establishment Inspection
- Sales Tax Permit
- Certificate of Incorporation, or LLC (if applicable)
State issued ID if an individual owner

10. Receive and Display Licenses

As licenses are received, post them in a **visible** location in the food establishment.

NOTE: Licenses are not transferable from one individual to another. If you change ownership or lease your food establishment to another person, they must obtain their own licenses.

11. Renew Licenses Annually

Renew your licenses every year in a timely manner.

For establishments in OKC, submit the following required documents to the OKC Licensing Division:

- Current Oklahoma Sales Tax Permit
- Inspection from OCCHD completed during the previous licensed year
- State issued ID
- General application to renew the license:

<https://www.okc.gov/home/showdocument?id=3481>

- Payment

ALCOHOL LICENSE RENEWAL – Contact ABLE.

STATE FOOD ESTABLISHMENT LICENSE RENEWAL

OSDH will send you a renewal notice in the mail.

Submit and pay for the renewal of the food establishment license before the expiration date.

LIST OF KEY AGENCIES WHEN OPENING A FOOD SERVICE ESTABLISHMENT IN OKLAHOMA CITY AND COUNTY

ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION (ABLE)

3812 N. Santa Fe, Suite 200

Oklahoma City, Oklahoma 73118

Main Office: (405)521-3484

TOLL FREE NUMBER: 1-866-894-3517

Website: https://www.ok.gov/able/Licensing_and_Application

CITY OF OKLAHOMA CITY (CITY OF OKC)

420 W Main St, 8th Floor

Oklahoma City, OK 73102

Phone: (405)297-2606

Website: <https://www.okc.gov/departments/development-services/business-licensing>

OKLAHOMA CITY-COUNTY HEALTH DEPARTMENT (OCCHD)

Food Safety & Environmental Health Division

4900 Richmond Square, Suite 200, Oklahoma City, Oklahoma 73118

Phone: (405)425-4347

Website: <https://www.occhd.org/fe>

OKLAHOMA STATE DEPARTMENT OF HEALTH (OSDH)

Mailing Address:

Consumer Protection Division

PO Box 268815

Oklahoma City, OK 73126

Physical Location:

Oklahoma State Department of Health Consumer Protection Division

1000 NE 10th Street

Oklahoma City, OK 73117

Contact Information:

Phone: (405)271-5243

Fax: (405)271-5286

Email: CHSLicensing@health.ok.gov

Website: https://www.ok.gov/health/Protective_Health/Consumer_Health_Service/Foods/

OKLAHOMA TAX COMMISSION (OTC)

2501 North Lincoln Boulevard

Oklahoma City, OK 73194 Connors Building, Capitol Complex (Northwest Corner Building of Complex)

HOURS: 7:30-4:30

Phone: (405)521-3160

Website: www.ok.gov/tax