

# **CITY OF SAPULPA BUSINESS LICENSE INFORMATION**

## **What is a business license?**

A business license is an annual registration required for doing business in the City of Sapulpa. Any business in the City must register with the Sapulpa City Clerk.

## **Who must have a business?**

All businesses that pay taxes need to register with the City. All businesses performing services within the City are required to register with the City. This includes contractors, internet and home-based businesses.

If you have any questions as to whether your business requires a City of Sapulpa Business License, please contact the City Clerk at (918) 248-5913.

## **When do I need to apply for a Business License?**

All businesses are required to obtain a business license by March 1, 2017.

## **How long does my business license last?**

A business license is valid for one (1) calendar year and must be renewed annually.

## **What if I have more than one business or more than one location?**

If you own more than one business, a separate business license is required for each type of business. If one business has multiple locations within the City, each location is required to have a separate business license.

## **Why is a business license required?**

The registration of existing business serves to provide demographic information utilized in planning and distribution of city services including acquisition of grant and aid funding. This centralized information is critical for advanced economic development and long range planning services.

## **How do I obtain a business license?**

Complete the Business License Application and return either in person or by mail, with the required \$15.00 fee, at 425 E Dewey Avenue, Sapulpa, OK 74066. City Hall hours are 8:00 A.M. - 5:00 P.M., Monday - Friday except holidays.

The application will be processed and you should receive your registration within 1-2 weeks. Business registration fees are non-refundable.