



## **Restaurant Start-Up Important Agencies List**

When opening and operating a foodservice establishment it is important to have the contact information on local, state or government agencies, who may help you establish licensing and comply with business regulations.

The ORA has established this list as a resource to assist members and prospective members.

- **City Permitting and Licensing**

City of Oklahoma City  
420 West Main Street, 8<sup>th</sup> Floor  
Oklahoma City, OK, 73102  
(405) 297-3835  
[www.okc.gov/pw/devcen.html](http://www.okc.gov/pw/devcen.html)

City of Tulsa  
175 East 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Tulsa, OK, 74103  
(918) 596-9456  
[www.cityoftulsa.org](http://www.cityoftulsa.org)

Verify Zoning of Property  
Apply for Certificate of Compliance (Mixed Beverage Establishments)  
Obtain a Building/Remodel Permit  
Obtain City Certificate of Occupancy  
City Occupational Tax & City Mixed Beverage License (Mixed Beverage Establishments)

- **Oklahoma Tax Commission**

Oklahoma City Office  
2501 N. Lincoln Blvd.  
Oklahoma City, OK, 73194  
(405) 521-3160

Tulsa Office  
440 S. Houston, 5<sup>th</sup> Floor  
Tulsa, OK, 74127  
(918) 581-2399  
[www.tax.ok.gov](http://www.tax.ok.gov)

Sales Tax Permit & Tax Payer ID Number  
Withholding  
Franchise Tax Report  
Low Point Beer and Cigarette License  
Mixed Beverage Tax Permit  
Cater or Special Events License

- **Health Departments**

Oklahoma State Health Department  
1000 N.E. 10<sup>th</sup> Street  
Oklahoma City, OK, 73117  
(800) 522-0203 or (405) 271-5600  
[www.ok.gov/health/](http://www.ok.gov/health/)

Tulsa Health Department  
5051 S. 129<sup>th</sup> East Avenue  
Tulsa, OK, 74134  
(918) 595-4300  
[www.tulsa-health.org](http://www.tulsa-health.org)

Oklahoma City-County Health Department  
921 N.E. 23<sup>rd</sup> Street  
Oklahoma City, Ok, 73105  
(405) 425-4347 or (405) 425-4348  
[www.cchdoc.com](http://www.cchdoc.com)

Restaurant Plan Review  
Food Service Establishment Licenses  
Food Service Establishment Inspections

• **Alcoholic Beverage Laws Enforcement Commission (ABLE)**

3812 N. Santa Fe, Suite #200  
Oklahoma City, OK, 73118  
(405) 521-3484 or (866) 894-3517  
[www.ok.gov/able](http://www.ok.gov/able)

Caterer/Mixed Beverage Combo License  
High Point Beer & Wine License  
Caterer License  
Mixed Beverage License  
Special Event License

• **Oklahoma Employment Security Commission**

2401 N. Lincoln Blvd.  
Oklahoma City, Ok, 73105  
(405) 557-7100  
[www.ok.gov/oesc](http://www.ok.gov/oesc)

New Hire Reporting Forms  
Unemployment Taxes

• **Oklahoma Department of Labor**

Oklahoma City Office  
3017 N. Stiles, Suite 100  
Oklahoma City, OK, 73105  
(405) 521-6100 or (888) 269-5353

Tulsa Office  
440 S. Houston, Suite 300  
Tulsa, OK, 74127  
(918) 581-2400  
[www.ok.gov/odol](http://www.ok.gov/odol)

OSHA Guidelines

• **Secretary of State**

2401 N. Lincoln Blvd.  
Oklahoma City, OK, 73105  
(405) 521-4211 or (405) 521-3911  
[www.sos.ok.gov](http://www.sos.ok.gov)

Corporate Registration  
Certificate of Good Standing

- **Insurances**

McGregor Insurance Group  
2727 E. 21<sup>st</sup> Street, Suite 504  
Tulsa, OK, 74114  
(877) 392-0577 or (918) 392-0577  
[www.mig-ok.com](http://www.mig-ok.com)

- Health Insurance
- Property & General Liability Insurance
- Liquor Liability Insurance
- Liquor Bond Insurance
- Beer Bond Insurance

Midlands Management Corporation  
3503 N.W. 63<sup>rd</sup>, Suite 305  
Oklahoma City, OK, 73116  
(405) 840-0074 or (800) 800-4007  
[www.midlandsmgt.com](http://www.midlandsmgt.com)

- Worker's Compensation Insurance

- **Credit Card and Payroll Processing**

Heartland Payment Systems  
(866) 941-1477 or (918) 841-2289  
[www.e-hps.com](http://www.e-hps.com)

- Credit Card Processing
- Gift Card Program
- Payroll Services
- Check Management

- **Natural Gas Company**

Clearwater Enterprises  
(405) 842-9200 ext. 201  
[www.clearwaterng.com](http://www.clearwaterng.com)

- Third Party Natural Gas Supplier

- **Training and Certifications**

Oklahoma Restaurant Association  
3800 N. Portland Avenue  
Oklahoma City, OK, 73112  
(800) 375-8181 or (405) 942-8181  
[www.okrestaurants.com](http://www.okrestaurants.com)

- ServSafe® – Manager's Food Handler Certification
- Basic Food Safety
- Alcohol Compliance Education (ACE)