Professional Occupational Licenses and Permits

In Oklahoma, there are state laws that require various types of businesses, or their owner(s), to obtain professional or occupational licenses or permits. Obtaining operational licenses or permits is different from the initial steps and requirements involved with registering a business name, filing a formal legal structure, or obtaining a federal employer’s ID number.

Examples of businesses with required licenses are plumbing services, insurance agencies, hair salons, trucking companies, public accounting services, and daycare centers. A complete list of business license and permit requirements for Muskogee are below.

### CITY OF MUSKOGEE

**BUSINESS LICENSE/PERMIT REQUIREMENTS**

- **Restaurant/Food Establishment**
  - Certificate of Occupancy City of Muskogee Inspections Dept. 918-684-6251 505 Columbus
  - Oklahoma State Sales Tax Permit 405-521-3160
  - Oklahoma State Dept. of Health Permit 918-683-0321 530 S 34th St.
  - Grease Trap Inspection 918-684-6239 Abigail Wright
  - City Permit City Clerk’s Office 918-684-6270

  **Cost of Permit:**
  - Employing five (5) or less $20.00
  - Employing six (6) or more $25.00

- **Restaurant/Food Establishment with Low Point Beer/On premises**
  - Muskogee County Beer Permit / Muskogee Co. Court Clerk 918-682-5558
  - State of Ok Beer Permit/ OTC 405-521-3160
  - City Beer Permit City Clerk’s Office 918-684-6270

  **Cost of Permit:**
  - Employing five (5) or less $40.00
  - Employing six (6) or more $45.00
*Restaurant/Food Establishment/Bar serving Mixed Beverages or Wine*

- Mixed Beverage Certificate of Compliance/City Clerk 918-684-6270
  
<table>
<thead>
<tr>
<th>Cost of Permit</th>
<th>State</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer and Wine</td>
<td>$500.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Mixed Beverage</td>
<td>$1005.00</td>
<td>$905.00</td>
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</tbody>
</table>

***The City of Muskogee Certificate of Compliance must be signed by the following City of Muskogee departments BEFORE applying with the ABLE Commission: Planning Department, Inspections Department, Fire Department (Fire Marshall) and the Police Department (Chief of Police.) This signed Certificate must be sent with your application to the ABLE Commission.***

*Food Truck*

- Oklahoma State Sales Tax Permit 405-521-3160
- Oklahoma State Dept. of Health Permit 918-683-0321 530 S 34th St
- City Permit City Clerk’s Office 918-684-6270
  
  | Cost of Permit   | Food Truck | $25.00 |

***If frying foods, a grease trap inspection will be required and the Fire Department will need to inspect the suppression system.***

*Food Handler Permit*

- City Permit City Clerk’s Office 918-684-6270
  
  | Cost of Permit | Food Handler | $5.00 |

**Must complete class at Muskogee County Health Department or online.***

*Convenience Store*

- Certificate of Occupancy City of Muskogee Inspections Dept. 918-684-6251 505 Columbus
- Oklahoma State Sales Tax Permit 405-521-3160
- Oklahoma State Dept. of Health Permit 918-683-0321 530 S 34th St
- City Permit City Clerk’s Office 918-684-6270
  
  | Cost of Permit                        | $20.00 |
  | City Food Permit                      |        |
  | City Packaged Beer Permit             | $10.00 |
  | City Flammable Liquid Permit (gas/oil)| $50.00 |
*Vendor, solicitor or peddler of food products not grown, raised, produced or caught by him/herself*

- Oklahoma Sales Tax Permit 405-521-6251
- City Vendor Permit City Clerk’s Office 918-684-6270

**Cost of Permit:** City Vendor/Solicitor/Peddler $15.00

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**Door-to-Door Solicitor**

- Oklahoma Sales Tax Permit 405-521-6251
- OSBI Criminal History Record 405-848-6724
- Surety Bond (5% of estimated sales)
- City Door to Door Solicitor Permit City Clerk’s Office 918-684-6270

**Cost of Permit:** Door-to-Door Solicitor $25.00

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City Clerk: Tammy Tracy
The City Clerk’s Office is located on the first floor of City Hall located at 229 W. Okmulgee, Muskogee, OK.
918.684.6270