



I want to open a business downtown. Now what?

You will first need to set up your business with the State of Oklahoma before you can get a business license with the City of Bartlesville.

1. If you wish to register your business as an LLC, partnership or corporation, file the appropriate paperwork with the State Secretary of State. For more information, go to <https://www.sos.ok.gov/> or call (405) 521-3912.
2. If you have one or more employees or are an LLC, partnership or corporation, you must obtain a *Federal Employment Identification Number* (FEIN) from the IRS. To obtain an FEIN, go to <http://www.irs.gov> or call the IRS at (800) 829-4933.
3. File an "*Oklahoma Business Registration Application*" with the Oklahoma Tax Commission (OTC). You can download a Business Registration Packet from the OTC website at <http://www.tax.ok.gov/btforms.html> or call the OTC at (800) 522-8165.
4. Employers must also register for Unemployment Insurance Taxes with the Oklahoma Employment Security Commission (OESC). Go to the OESC website at http://www.ok.gov/oesc_web/Services/Unemployment_Insurance/Employer_Information to download the "*Application for Oklahoma UI Tax Account Number*". For more information, contact the OESC at (405) 557-7100.

Now you can start setting up your business at the City level. The following steps assume you will lease a space and not make any structural changes to the building.

1. First, find a suitable location for your business.
2. Submit an "*Application for Occupancy and Zoning Clearance*" with the City's Building Services Division. Building Services will then inspect the building to ensure it meets health and safety standards and will determine if your business complies with zoning codes. Once all requirements are met, you will be issued a Certificate of Occupancy (CO). For more information about zoning and inspection requirements, contact: Robert McGuire, Chief Building Official, 918.338.4240.
3. After you receive a CO, submit a "*New/Change of Ownership Business License Application*" with Building Services. You will then receive a Business License allowing you to operate a business in the City.
4. Before you get a sign for your business, read the City's Downtown Design Guidelines to make sure your sign will meet all the requirements. Then, after you have designed your sign, submit an "*Application for Sign Permit*" and "*Design Review Application*" to the City's Planning Department. For more information about signage requirements and permits, contact: Lisa Beeman, Community Development Director, 918.338.4241.
5. If you plan to do any construction, you will need additional permits. For information, contact Robert McGuire, Chief Building Official, 918.338.4237.
6. You can find all City applications at <http://cityofbartlesville.org/category.php?cat=1068>