



# Operating Your Business in Jenks

We are glad you have chosen to operate your business in Jenks! We look forward to working with you as your business grows. This guide will help you navigate the technical aspects of operating a business in Jenks.

## Checklist

### Building and Site Regulations

- Verify Zoning
- Commercial Building Permit
- Application for Building Demolition (If applicable)
- Application to Appearance Review Committee (If applicable)
- Change of Occupancy Application (For existing structures)
- Sign Permit
- Fire plan (new construction)

### Business

- Trade Name Report
- Federal Identification Number
- Corporation and LLC Registration
- Withholding Report

### Taxes

- Local Taxes
- State Sales Tax
- Total Sales Tax Rate
- Property Tax
- Income Tax

### Special Permits

- Floodplain Development Permit
- Temporary Sign Permit
- Food Regulations
- Liquor Licensing

### Utilities

- Electricity
- Water
- Gas
- Phone
- Solid Waste

# Building and Site Regulations

## **Zoning**

*Verify the zoning of your business site to ensure the proposed use is consistent with city code.*

[http://jenks.com/sites/default/files/Zoning%20Code%20Effective%2012.6.10\\_0.pdf](http://jenks.com/sites/default/files/Zoning%20Code%20Effective%2012.6.10_0.pdf)

## **Commercial Building Permit**

*If you are constructing a new facility, begin with a commercial building permit.*

<http://jenks.com/sites/default/files/Comm%20Bldg%20Permit%20031314.pdf>

Click here to review the building permit requirements

<http://www.jenks.com/sites/default/files/Building%20Permit%20Procedures.pdf>

## **Application for building demolition**

*A permit is required before demolition can take place.*

<http://jenks.com/sites/default/files/forms/Building%20Demo%20Application%20010213.pdf>

## **Application to the Appearance Review Committee for Development Plan Approval**

*The city of Jenks has certain requirements for businesses located in "Appearance Review Districts" to ensure aesthetic continuity.*

<http://jenks.com/sites/default/files/forms/Appearance%20Review%20Committee.pdf>

## **Change of Occupancy Application**

*A Change of Occupancy Permit is required when a new business is opened in an existing commercial building.*

<http://jenks.com/sites/default/files/forms/Chg%20of%20Occupancy%20May2012.pdf>

## **Permanent Sign Permit**

*A permit is needed before permanent signs are installed.*

<http://jenks.com/sites/default/files/Permanent%20Sign%20Permit%20042114.pdf>

## **Fire Code**

*If you plan to install a fire alarm or suppression system, submit plans to the Jenks Fire Department.*

<http://jenks.com/sites/default/files/01102014155946.pdf>

# Business Forms

## **Doing Business As**

*Any sole proprietorship or general partnership operating under a name other than the owner's must file for a Trade Name Report with the Oklahoma Secretary of State.*

<https://www.sos.ok.gov/forms/fm0021.pdf>

## **Federal Identification Number**

*Companies with Employees, business partnerships and corporations must obtain an Employer Identification Number from the U.S. Internal Revenue Service. The EIN is also known as an Employer Tax ID and Form SS-4.*

[https://irs-ss4-form.com/?gclid=CjwKEAiAxsymBRCegqiLzI7Q1S8SJAD0gQrzRAy5fZmAkM7ykmMyIYHxD3UgXgQXc5cd5ckcqaOI7BoCtBHw\\_wcB](https://irs-ss4-form.com/?gclid=CjwKEAiAxsymBRCegqiLzI7Q1S8SJAD0gQrzRAy5fZmAkM7ykmMyIYHxD3UgXgQXc5cd5ckcqaOI7BoCtBHw_wcB)

## **Corporations and Limited Liability Companies**

*Corporations and Limited Liability Companies must be registered with the State of Oklahoma.*

<https://www.sos.ok.gov/business/forms.aspx>

## **Withholding Report**

*Any business hiring one or more employees must notify the Oklahoma Tax Commission.*

<http://www.tax.ok.gov/btforms/WTH10006.pdf>

# Tax Information

## **City Sales Tax**

The current sales tax rate in Jenks is 3 percent.

## **County Sales Tax**

The current Tulsa County sales tax rate is .917.

## **State Sales Tax**

The current Oklahoma sales tax rate is 4.5 percent. The Oklahoma Tax Commission collects sales and use taxes. New businesses are required to obtain a state sales tax number.

<http://www.tax.ok.gov/busregonline.html>

## **Total Tax Rate**

The total tax rate for sales in Jenks is 8.418 percent.

## **Property Tax**

The Tulsa County Assessor's Office handles Jenks property taxes.

<http://www.assessor.tulsacounty.org/>

## **State Income Tax**

The Oklahoma Tax Commission oversees state income tax collection.

<http://www.tax.ok.gov/incometax.html>

# Special Permits and Regulations

## **Application for Floodplain Development Permit**

*An application is required to develop property within a floodplain.*

[http://jenks.com/sites/default/files/Floodplain%20Dev%20Permit%2008-11\\_0.pdf](http://jenks.com/sites/default/files/Floodplain%20Dev%20Permit%2008-11_0.pdf)

## **Temporary Sign Permit**

*Temporary signs are allowed for up to 30 days by permit.*

[http://jenks.com/sites/default/files/Temp%20Sign%20Permit\\_1.pdf](http://jenks.com/sites/default/files/Temp%20Sign%20Permit_1.pdf)

## **Food regulations**

*The Tulsa County Health Department issues licenses to businesses who intend to sell food.*

<http://www.tulsa-health.org/food-safety/food-service-industry>

## **Liquor Licensing**

Businesses selling alcohol must obtain a license from the state.

[http://www.ok.gov/able/Licensing\\_and\\_Application/index.html](http://www.ok.gov/able/Licensing_and_Application/index.html)

# Utilities

## **Electricity**

*The Public Service Company of Oklahoma is the primary provider for the Jenks area.*

[www.psoklahoma.com](http://www.psoklahoma.com)

## **Water and Wastewater**

*Contact the City of Jenks at 918-299-5883 to establish water service or learn more about wastewater disposal.*

<http://jenks.com/sites/default/files/Applic%20for%20Service%20Pg1-2%20%28NOV09%29.pdf>

## **Gas**

*Oklahoma Natural Gas and Oklahoma Gas and Electric service the Jenks area.*

[www.oklahomanaturalgas.com](http://www.oklahomanaturalgas.com)

[www.oge.com](http://www.oge.com)

## **Phone**

*AT&T and Cox are available for phone service.*

[www.att.com](http://www.att.com)

[www.cox.com](http://www.cox.com)

## **Solid Waste**

*American Waste Control provides waste management services for Jenks. Scheduling and billing is coordinated by the City of Jenks.*

<http://jenks.com/sites/default/files/Applic%20for%20Service%20Pg1-2%20%28NOV09%29.pdf>

# Helpful Contact Information

**Jenks Chamber of Commerce**

918-299-5005

[www.jenkschamber.com](http://www.jenkschamber.com)

**Better Business Bureau**

(918) 492-1266

[www.bbb.org](http://www.bbb.org)

**City Hall**

(918) 299-5883

[www.jenks.com](http://www.jenks.com)

**Fire Dept. (Non-Emergency)**

(918) 299-2727

**Jenks Public Schools**

(918) 299-4411

[www.jenksps.org](http://www.jenksps.org)

**Jenks Recycling Center (M.E.T.)**

210 N. Elm St.

M-F 8:30-1:30; SAT 9:30-3:30; SUN 12:30-4:00

Newspaper, magazines, office paper, junk mail, plastic containers, aluminum cans

[www.metrecycle.com](http://www.metrecycle.com)

**Jenks Tag Agency**

(918) 299-2120

715-A W. Main Street

**Police Dept. (Non-Emergency)**

(918) 299-6311

**Post Office (Jenks)**

(918) 298-3193

303 E. A St.

[www.usps.com](http://www.usps.com)