

New Business Application



City of Bixby

APPLICATION TO THE CITY OF BIXBY FOR OPERATION OF NEW BUSINESS

PROPERTY ADDRESS	NAME OF BUSINESS			
	GENERAL INTERSECTION: North/South East/West			
PROPOSED USE				
BUSINESS OWNER NAME	STREET	CITY	STATE	ZIP
PHONE	EMAIL			
BUILDING OWNER NAME	STREET	CITY	STATE	ZIP
PHONE	EMAIL			

CITY OF BIXBY BUSINESS | DEVELOPMENT PROCESS

Submit Completed Zoning Clearance Permit (ZCP) Form

A. mhilton@bixbyok.gov | 918.366.4430
 B. Pay fee of \$50.00*
 C. Development Services will review information
 D. Formal letter or signed form will be provided to applicant upon approval.

Schedule a life safety inspection with the Fire Marshall

A. FireMarshal@BixbyOK.gov | 918.366.4430
 B. Pay fee of \$50.00*
 C. Formal approval letter will be provided from Fire Marshall once any outstanding comments have been resolved.

Contact City Clerk for Business License

A. Submit ZCP and Life Safety inspection letter to City Clerk
 B. yadams@bixbyok.gov | 918.366.4430
 C. Pay fee of \$25.00*
 D. Applicant will receive Business License upon approval

Does proposed business allow consumption, sale or making of alcohol?

Provide copy of Health Department License

*or as specified in current approved fee schedule

CITY STAFF ONLY | DO NOT WRITE IN THIS BOX

DATE RECEIVED _____ RECEIVED BY _____

ZONING CLEARANCE PERMIT FEE \$ _____ DATE _____ RECEIPT # _____

LIFE SAFETY INSPECTION FEE \$ _____ DATE _____ RECEIPT # _____

BUSINESS LICENSE FEE \$ _____ DATE _____ RECEIPT # _____