

Starting a Business – Who to Call

TO INCORPORATE, PARTNERSHIP, LLC, OR TRADE NAME PROTECTION:

Secretary of State
101 State Capitol
Oklahoma City, OK 73105
405-521-3911
www.sos.state.ok.us
All forms are available on-line to download and print0

SOLE PROPRIETORSHIPS:

A Sole Proprietorship is not required by statute to register their name; however, they may still need to register their business with the Tax Commission and other required agencies. The Secretary of State's office can register a sole proprietorship by offering Trade Name protection. Information is available on their website at www.sos.state.ok.us or at 405-522-4560.

TO REGISTER A BUSINESS:

Oklahoma Tax Commission
2501 N. Lincoln Blvd
Oklahoma City, OK 73105
405-521-3160
www.oktax.state.ok.us
Request a business registration packet, or view the website to download any of the necessary forms available from the Tax Commission. Free workshops are held regularly to assist business owners; information and schedules are posted on the website above.

TO REGISTER EMPLOYEES AND EMPLOYER STATUS:

Oklahoma Employment Security Commission
Will Rogers Building
PO Box 52003
Oklahoma City, OK 73152-2003
405-557-7226
www.oesc.state.ok.us
Forms are available on-line; and new hire reporting is available on-line.

WORKER'S COMPENSATION:

CompSource Oklahoma
(Formerly State Insurance Fund)
405-232-7663
1-800-347-3863

Coverage is most economically obtained through private carriers.
(For information, and coverage if not obtainable elsewhere)

NEW STRUCTURE CONSTRUCTION AND REMODELING:

(Regarding your business location)

Oklahoma Fire Marshall's Office

4545 N. Lincoln Blvd, Suite 280

Oklahoma City, OK 73105

405-522-5005

www.oklaosf.state.ok.us/~firemar/

Contact this office for information on requirements for construction standards and necessary inspections (occupancy permit) prior to construction or remodeling.

Department of Environmental Quality

707 N. Robinson

Oklahoma City, OK 73101

405-702-1000

800-869-1400

www.deq.state.ok.us

Activities affecting sites of 5 acres or more must be permitted by DEQ; other activities involving water, waste, or air emissions may require permitting.

FOR INFORMATION ON OSHA AND WAGE/HOUR ISSUES:

Oklahoma Department of Labor

4001 N. Lincoln Blvd

Oklahoma City, OK 73105

405-528-1500

www.state.ok.us/~okdol

TO OBTAIN A FEDERAL EMPLOYER'S IDENTIFICATION NUMBER(FEIN),
contact the Internal Revenue Service at 800-829-4933.

FOR BUSINESS START-UP INFORMATION (business plan, marketing, technical support, counseling, training, etc.), contact the Oklahoma Small Business Development Center at 1-800-522-6154 for the Center nearest you.

In addition, there may be other licenses or permits necessary to operate a specific type of business, depending upon the business activity. Oklahoma's Business License Information Office maintains a website at www.okcommerce.gov to provide full state requirements for licensing information. You may also call the office at 800-879-6552 for additional help.

The Oklahoma Dept of Commerce does not issue any licenses, but does provide assistance to those seeking to license in Oklahoma. Individuals are encouraged to investigate on a local basis for County or City licensing requirements not discussed here.