



STARTING A BUSINESS IN SHAWNEE - RESOURCES

- **Small business specialists are here to help**

These specialists can assist you in crafting your business plan, including your marketing strategy and fiscal projections, as well as helping connect you to financial resources.

- **Cama Watts, Gordon Cooper Technology Center in Shawnee**

Camaw@gctech.edu / (405) 214-3256

- **Danny Morgan, Seminole State College in Seminole**

d.morgan@sscok.edu / (405) 382-9540

- **Securing a name, structure, and Employer Identification Number (EIN)**

- Is it going to be an LLC, a Corporation, Sole Proprietorship, or something else?
- See the IRS Website to apply for an EIN

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

- **Required licensing**

- The State of Oklahoma requires a variety of occupational licenses. See the Oklahoma Department of Commerce website for more information.

[\(https://www.okcommerce.gov/doing-business/startups-entrepreneurs/business-licensing-operating-requirements/\)](https://www.okcommerce.gov/doing-business/startups-entrepreneurs/business-licensing-operating-requirements/)

- The City of Shawnee requires contractors to apply for a license. See the Contractor Application form for more information

<https://cms7files.revize.com/shawneeok/Contractor%20License%20Application.pdf>

- **Sales tax permit (if needed)**

- If your business will sell items to customers in Oklahoma then you must apply for a sales tax permit from the Oklahoma Tax Commission (OTC)
- The OTC also has information on the sales tax rates of the jurisdictions you operate in which is the rate at which you must charge customers and send said payment back to the OTC.

oklahoma.gov/tax.html

- **Employee filings**

- OTC income withholding account oklahoma.gov/tax/businesses/withholding.html

- OK Employment Security Commission for unemployment taxes

oklahoma.gov/oesc/employers.html

- Oklahoma Workers Compensation Commission for workers compensation insurance

ok.gov/wcc/

- **Business location**

- For permitting, a Certificate of Occupancy permit, including inspections of the facilities for general compliance and Americans with Disabilities (ADA) compliance, will need to be scheduled with the City of Shawnee's Engineering Department

- The permit will need to be completed where indicated and the stated fee paid (\$50 for business occupancy).



shawneeok.org/government/departments/engineering_streets/applications-permits-inspection/s.php

- Upon receipt, building staff, the Fire Marshal's office, and the Community Development Department will review your request and schedule a time within 14 days to inspect in-person
- Upon inspection day, one or both members of building staff (*see below*) will come and inspect the building/space for compliance with the building code
 - If minimum standards are met then the permit is approved
 - If standards are not met then the space must be brought up to code and another inspection scheduled
- Chief Code Official Kevin Moore (kevin.moore@shawneeok.org) and Commercial Building Inspector Kenny Wiseman(kenny.wiseman@shawneeok.org) will be your contacts. See the City's website for additional information on possible permitting requirements
 - Additional permits may be required