

START YOUR BUSINESS



A GUIDE FOR JENKS ENTREPRENEURS

presented by



JENKS

CHAMBER OF
COMMERCE

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Questions? Reach out!
Jenks Chamber of Commerce
P.O. Box 902 | 115 S. First St. Jenks, OK 74037
918-299-5005
info@jenkschamber.com

Welcome!

Your business is our business.

If you're doing business in Jenks, the Jenks Chamber of Commerce is working for you.

At the Chamber, we understand the decision to start a business is a life-changing event, and we're here to help you get started on the right foot.



In this guide you'll find practical notes on navigating the zoning process, setting up your taxes, establishing utilities and more.

At the Jenks Chamber of Commerce, our staff works daily to make Jenks the best it can be. That means advocating on behalf of businesses at the local, state and federal level. If you find yourself stuck as you move through the regulatory process, please let us know. At the Chamber, we know Jenks is at its best when the business community is thriving.

Please don't hesitate to stop in if you're in the neighborhood. We're located inside The Hive at 115 S. First St. in downtown Jenks. Or, call us at 918-299-5005.

All the best,

Heather Turner
President
Jenks Chamber of Commerce

Checklist

Make sure you're staying on track. Details and links are in the following pages.

- ☐ 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 Planning

Constructing a building or taking over an existing one? Start here:

Zoning

Verify the zoning of your business site to ensure the proposed use is consistent with city code. Call the City of Jenks Planning and Zoning Department at 918-299-5883 or read the zoning code at <http://www.jenks.com/210/Planning-Zoning>

Zoning Map

shorturl.at/oDJP9

Commercial Building Permit

If you are constructing a new facility, begin with a commercial building permit.
<http://www.jenks.com/243/Commercial-Building-Permit>

Application for building demolition

A permit is required before demolition can take place.
<https://www.jenks.com/DocumentCenter/View/557/Building-Demo-Application-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://www.jenks.com/DocumentCenter/View/125/Application-to-the-Appearance-Review-Committee-for-Development-Plan-Approval-PDF?bidId=>

Change of Occupancy Application

A Change of Occupancy Permit is required when a new business is opened in an existing commercial building.
<http://www.jenks.com/DocumentCenter/View/559/Change-of-Occupancy-PDF?bidId=>

Permanent Sign Permit

A permit is needed before permanent signs are installed.
<http://www.jenks.com/DocumentCenter/View/558/Permanent-Sign-Permit-PDF?bidId=>

Fire Code

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

Business Forms

Establish your business and set up your taxes.

Trade Name Report

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

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.

<https://www.ok.gov/tax/documents/OK-W-4.pdf>



Tax Information

City Sales Tax

The current sales tax rate in Jenks is 3.55 percent.

County Sales Tax

The current Tulsa County sales tax rate is .3678

State Sales Tax

The current Oklahoma sales tax rate is 4.5 percent.



Total Tax Rate

The total tax rate for sales in Jenks is 8.417 percent.

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

https://www.ok.gov/tax/Online_Services/Online_Business_Registration.html

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.

https://www.ok.gov/tax/Individuals/Income_Tax/

Specialty Permits

Does your business need one?

Application for Floodplain Development Permit

An application is required to develop property within a floodplain.

<https://www.jenks.com/DocumentCenter/View/596/Floodplain-Permit-PDF>

Temporary Sign Permit

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

<http://www.jenks.com/formcenter/code-enforcement-19/temporary-sign-permit-application-74>

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.

https://www.ok.gov/able/Licensing_and_Application/Application_Types.html



Utilities

A quick reference guide to get your business up and running.

Electricity

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

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.

Gas

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

www.oklahomanaturalgas.com

www.oge.com

Phone and Internet

AT&T and Cox are available for phone service.

www.att.com

www.cox.com

Waste Management

Solid Waste American Waste Control provides waste management services for Jenks.

Scheduling and billing is coordinated by the City of Jenks.

<http://www.jenks.com/162/Trash-Recycling>



Helpful Resources

A quick reference guide to get your business up and running.

Jenks Chamber of Commerce

918-299-5005

www.jenkschamber.com

Better Business Bureau

(918) 492-1266

www.bbb.org

Jenks City Hall

(918) 299-5883

www.jenks.com

Police Dept.

(Non-Emergency) (918) 299-6311

Fire Dept.

(Non-Emergency) (918) 299-2727

Jenks Public Schools

(918) 299-4411

www.jenkspss.org

Jenks Tag Agency

(918) 299-2120

715-A W. Main Street

<http://oktagagent.com/jenks/index.htm>

Jenks Post Office

(918) 298-3193

303 E. A St.

www.usps.com

U.S. Small Business Administration

<https://www.sba.gov/>

Oklahoma Small Business Development Center

(580) 745-2877

<https://www.oksbdc.org/>



JENKS

CHAMBER OF
COMMERCE

WE MEAN BUSINESS → YOUR BUSINESS

*YOUR MEMBERSHIP
IS ALWAYS AT
WORK FOR YOU*

The Chamber promotes your
business via our website,
social media and Discover
Jenks magazine.

ADVERTISING

Not only does
our advertising
help attract
new customers,
we're always
referring people
to member
businesses.

LEADS

We're not simply a "meet and greet"
chamber. We're a chamber helping tackle
tough issues that affect your business.

**TACKLING
TOUGH ISSUES**

The Jenks Chamber
is always working
to build a better,
stronger Jenks.

GROWTH

We're everywhere you can't
be and we let you know what's
happening. Can't make a
meeting? We're there!

**STAYING
INFORMED**

find out more at
jenkschamber.com

This guide is a publication of



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CHAMBER OF
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