

# Mobile Licensing Checklist

## Operational Items

- Hot & cold running water  
(Note: Hot water must be at least 100°F/38°C)
- Refrigerators & freezers turned on & working with thermometers inside refrigeration units
- Small tip digital thermometer for small mass foods
- Sanitizer for wiping cloth buckets and 3 compartment sink  
(Bleach, Quaternary Ammonia or Iodine)  
  
Note: If bleach is used, it must be scent free (no added "perfumes")
- Test strips for checking above sanitizer
- Soap, paper towels & hand wash sign posted at hand sink
- Two hoses: 1) Fresh Water (Food Grade)  
2) Waste Water

## Paperwork Items

- Sales Tax Permit
- Mobile Vendor/Outdoor Seller license (Tulsa) and/or Vendor license (Broken Arrow)
- Commissary Agreement
- Restroom Agreement  
(if parked for more than 4 hours)
- Manager Certification (Tulsa, Broken Arrow, Sand Springs, Bixby)/ Food Handler Permits
- Name & Phone Number of Registered/Service Agent (Legal Contact) from paperwork filed with the Oklahoma Secretary of State for Corp./LLC/LLP/Inc./etc.

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Preferred mailing address

Check for \_\_\_\_\_ payable to City of \_\_\_\_\_  
(City food license)

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Business address

Check for \_\_\_\_\_ payable to Oklahoma State Department of Health (OSDH)

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Mobile phone number

Estimated number of employees

*State food license different from plan review fee*