

City of Norman License Information

Food Service License

Fill out application completely. Call the telephone numbers listed on the back of the application for Building Code, Fire Department, Environmental Services, and Health Department to make arrangements for inspections to your place of business. After you have obtained the signatures needed, bring the application to City Hall, 201 West Gray, to obtain signatures from the Planning Department and Sign Inspection. Then bring the completed and signed applications to the City Clerk's office to obtain your Food Service license. Food Service licenses are \$50.00 per year. There are inspection fees charged for the first license issued to a business. Those fees are as follows: Code Compliance Inspection - \$20.00, Fire Department Inspection - \$20.00, Sign Inspection - \$15.00, Re-inspection (if any) - \$15.00.

Class I and Class II Low-Point Beer Licenses

Fill out application completely. You will need to obtain a County beer license (there is a 15 day waiting period for this license) and a State beer license before a City license can be issued. During the 15 day waiting period for your County license you can use that time to have your City inspections done as instructed under Food Service license information. The fee for a Class I beer license is \$20.00 (on-premise consumption) and the Class II beer license is \$10.00 per year (off-premise consumption). Bring the completed City application with inspection signatures to the City Clerk's Office at 201 West Gray to obtain your City license.

Cleveland County – 405-321-6402

State – 405-521-3279 (Oklahoma Tax Commission)

Mixed Beverage/Strong Wine and Beer/Retail Liquor Licenses

Fill out the applicable City and Certificate of Compliance application. The Certificate of Compliance application has a list of telephone numbers that you need to call for inspections to your business. After the signatures are obtained, this form must be mailed or manually taken to ABLE. Their address is listed at the bottom of the application. You must have **all** the signatures before ABLE will process your application. You have to have the State license before your City license is issued. Bring the completed City application to the City Clerk's Office at 201 West Gray to obtain your City license. The cost of the City Mixed Beverage license is \$1000.00 and is renewable yearly for \$900.00. There is also a City of Norman Mixed Beverage/Caterer License available for \$1,250.00 per year and renewable for the same amount. The cost of the City Strong Wine and Beer License is \$500.00 and is renewable yearly for \$450.00. The City's Retail Liquor License is \$900.00 per year.

ABLE – 405-521-3484

All City of Norman licenses expire March 31st of each year. Applications filed less than six (6) months prior to the last day of March (October - March) of any year shall pay one-half of the license fees but full price on the inspection fees.

If you have any questions, please contact Syndi Runyon in the City Clerk's Office at 405-366-5386.