

Solicitor Application Instructions

Step 1: Submittal

Submit the following items to: permit@cityofglenpool.com

1. Solicitor permit application.
2. Valid Driver's License / Photo ID (For Business Contact & Each Individual Licensee.)
3. Copy of valid State of Oklahoma Sales Tax Permit.
4. Copy of valid Certificate of Liability Insurance.
Certificate Holder:
City of Glenpool
12205 S Yukon Ave
Glenpool, OK 74033
5. Copy of valid Food Handler Permit from Tulsa County Health Department. (If Applicable)
6. Stationary Solicitors must provide a copy of the Land Use Authorization Agreement issued by the legal landowner of record.
7. Stationary Solicitors must provide a copy a site plan showing the location of set-up on property.

Processing may take 7 – 10 business days.

Step 2: Payment

Payment Options:

1. By phone 918-209-4610



2. By Mail / In person

City of Glenpool
Development Services Department
12205 S Yukon Ave
Second Floor
Glenpool, OK 74033

Hours of Operation:

Monday - Thursday
7:30 A.M. – 12:00 P.M.

CLOSED FOR LUNCH 12:00 P.M. – 1:00 P.M.
1:00 P.M. – 5:30 P.M.

Friday
7:30 A.M. – 11:30 A.M.

SOLICITOR LICENSE APPLICATION

Valid from July 1st to June 30th

Door to Door Solicitation allowed between 9:00 a.m. and 7:00 p.m. only.

SOLICITOR BUSINESS LICENSE FEE: \$125.00

BUSINESS LICENSE INFORMATION

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS CONTACT NAME: _____

BUSINESS CONTACT PHONE #: _____

BUSINESS CONTACT E-MAIL: _____

INDIVIDUAL LICENSE INFORMATION

(INDIVIDUAL LICENSE FEE: \$25.00 EACH)

NAME: _____ NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

ADDITIONAL DOCUMENTATION REQUIRED

1. VALID PHOTO ID FOR BUSINESS CONTACT & EACH INDIVIDUAL LICENSEE.
2. COPY OF VALID STATE OF OKLAHOMA SALES TAX PERMIT.
3. COPY OF VALID CERTIFICATE OF LIABILITY INSURANCE.
4. COPY OF VALID FOOD HANDLERS PERMIT.
5. STATIONARY SOLICITORS MUST PROVIDE A COPY OF THE LAND USE AUTHORIZATION AGREEMENT ISSUED BY LEGAL LAND OWNER.
6. SITE PLAN SHOWING LOCATION OF SET-UP ON PROPERTY.