

A Reference for New Business Entrepreneurs  
in the Bixby Metro Region

# BIXBY

## BUSINESS GUIDE



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**Bixby Metro Chamber of Commerce**

12800 South Memorial Drive, Suite F  
Bixby, OK 74008

p: 918.366.9445 • f: 918.366.9443  
www.bixbychamber.com  
info@bixbychamber.com

**Hours of Operation:**

9:00 AM to 5:00 PM // Monday - Friday

**ECONOMIC DEVELOPMENT**

**Krystal Crockett / CEO**  
(918) 366-9445

**DEVELOPMENT SERVICES**

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**City of Bixby**  
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**City of Bixby**

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FROM THE BIXBY METRO CHAMBER OF COMMERCE

# WELCOME TO BIXBY



Welcome from the Bixby Metro Chamber of Commerce (BMC)! For 70 years the BMC has strived to bring out the best in our community, the best in our city and the best in our businesses. Through city, state and regional partnerships we have laid a foundation for residential and business growth and offer our Chamber partners opportunities to promote and brand themselves in our community.

Our Chamber is nearly 500 partners strong, and we continue to be a leader for progress for business and our citizens. We assist in building relationships through networking functions and keeping our partners informed and educated in order to ensure a thriving, prospering community.

The chamber is the lead organization in the city for primary jobs, industrial & office recruitment in Bixby. We work directly with our City to direct valuable and smart growth for our companies and citizens. We are your first point of contact if you are looking for land, have questions about our small area plans, or need to discuss any finance needs.

As a city, Bixby has earned the right to call itself the fastest growing community in the region and as a Chamber, we have been recognized as one of the fastest growing Chambers in the nation. With this growth we continue to work hand-in-hand with businesses, committed individuals, our education partners, local and state-wide government, and civic organizations to improve not only our community but all of Oklahoma's quality of life and continued growth. BMC actively supports and responds to the needs of our community and our business partners. We recognize these needs as our top priority and work to develop and deliver quality programs, products to promote your business, and services to benefit our community and businesses.

As we move into the future, the BMC's vision is to provide a pathway to the community for business owners by growing relationships and togetherness which will positively affect revenue for Bixby and add value for our entire community. The future for our city and for our Chamber is one of constant growth, endless possibilities and continued prosperity. We appreciate your consideration of Bixby as your future business location. We look forward to welcoming you to our community and our Chamber.

A handwritten signature in black ink that reads "Krystal Crockett". The signature is fluid and cursive.

Krystal Crockett  
President / CEO  
Bixby Metro Chamber of Commerce

FROM THE CITY MANAGER

# DEAR BUSINESS OWNER



The City of Bixby looks forward to partnering with you and your business in continuing to expand our community's opportunities and assets. We believe that you and your employees will find our growing community to be a friendly, progressive, and rewarding place in which to relocate and prosper. While accommodating on-going change and development, residents have maintained a locally connected, small town atmosphere.

Bixby features some of the highest population growth rates (**highest in the Tulsa Metro Region for 2018**) as well as most favorable income (**highest median home value and highest per capita income in the Tulsa Metro Region**) and educational attainment demographics (38% with a bachelors degree or higher) in Oklahoma. The quality of **Bixby Public Schools**, status as a safe community, and access to amenities continue to make Bixby a top destination for new residents and businesses. The **Bentley Park - Keas Field Sports Complex** serves as a home to local sports clubs and as a well-known venue for competitive teams desiring to play in top tier facilities. Two (2) state highways connect the City to the region, including the Tulsa International Airport, less than thirty minutes away.

With close ties to the **Bixby Metro Chamber of Commerce**, **Bixby Public Schools**, and local civic groups, long term vision planning and investment efforts have received strong community support, providing the financial means in the coming years for **\$142,000,000** in School construction - new and expanded facilities, **\$20,000,000** in Arkansas River and Downtown development - parks, streetscaping, and River access; and **\$18,000,000** in City investment - streets, drainage, parks, and public safety. In addition, a **\$2,000,000** investment for **Charley Young Event Park** in the heart of Downtown will provide the cornerstone for creating a renovated commercial district to serve not only Bixby residents but also the South Tulsa County region.

All of this is made possible by a strong community in a strong financial position. With an **"AA+"** rating from **Standard & Poor's**, only Oklahoma City, of all the Oklahoma municipalities, has a higher bond rating.

We proudly join the Chamber in welcoming you to our City.

Sincerely,

A handwritten signature in black ink that reads "Jared Cottle". The signature is written in a cursive, slightly stylized font.

Jared Cottle  
City Manager

## STEP BY STEP **BUSINESS LICENSE GUIDE**

### 1. Is your business in Bixby city limits?

**Yes**

Go to Step 2

**No**

**STOP.** You do not need a city business license

### 2. Have you submitted a Zoning Clearance Permit (ZCP) and received approval from the City of Bixby?

**Yes**

Go to Step 3

**No**

Complete ZCP

### 3. Do you know if your property is zoned for your type of business?

**Yes**

Go to Step 4

**No**

Go to City Planning Department for ZCP approval  
Then go to Step 4

### 4. Will you be using a sign to advertise your business?

**Yes**

Go to [bixbyok.gov](http://bixbyok.gov) and view City Code for sign code compliance  
Then go to Step 5

**No**

Go to Step 5

### 5. Will you operate your business out of your home?

**Yes**

Go to the City Planning Department for home-based business compliances  
Then go to Step 6

**No**

Go to Step 6

### 6. Will your business serve beer and/or liquor?

**Yes**

For low point beer contact: Tulsa County Beverage Permit Office  
For all other alcoholic beverages: ABLE Commission  
Then go to Step 7

**No**

Go to Step 7

### 7. Will food preparation be involved?

**Yes**

Tulsa County Health Department for approval  
Then go to Step 8

**No**

Go to Step 8

### 8. Will you be a manufacturer?

**Yes**

Go to Tulsa County Department of Environmental Quality for Air Quality Permit  
Then contact City Development Services Department for industrial drainage discharge  
Then go to Step 9

**No**

Go to Step 9

### 9. Will you manufacture, use or store hazardous materials, including fireworks?

**Yes**

Go to Bixby Fire Marshal's Office for more information  
Then go to Step 10

**No**

Go to Step 10

### 10. Will any construction or improvements be required? Or are you using a contractor to modify your building?

**Yes**

Go to Oklahoma Registrar of Contractors to register  
For building permits contact City Permitting Department  
Then go to Step 11

**No**

Go to Step 11

Building Permits can be applied for online at [ok.govmotus.org](https://ok.govmotus.org)

**11. Will your business be either a Corporation or LLC? Or is your business registered in another state?**

**Yes**

Go to Oklahoma Secretary of State to register in Oklahoma  
Then go to Step 12

**No**

Go to Step 12

**15. Will you have one or more employees other than yourself?**

**Yes**

Contact Oklahoma Department of Labor and Oklahoma Tax Commission for more information  
Then go to Step 16

**No**

Go to Step 16

**12. Will you need to protect your trade name or “doing business as” name?**

**Yes**

Go to Tulsa County Records Office and Oklahoma Secretary of State for information  
Then go to Step 13

**No**

Go to Step 13

**16. Do you need Federal Internal Revenue Service forms or other tax information?**

**Yes**

Contact US Internal Revenue Service  
Then go to Step 17

**No**

Go to Step 17

**13. Will you be using personal property for business that has a value of more than \$50,000?**

**Yes**

Go to Tulsa County Assessor’s Office for information  
Then go to Step 14

**No**

Go to Step 14

**17. Will you need State of Oklahoma sales tax, or use information? Or tobacco, gasoline, diesel, or other tax information?**

**Yes**

Contact Oklahoma Tax Commission for state licensing application  
Then go to Step 18

**No**

Go to Step 18

**14. Will you be using a vehicle for transporting products for a fee? Will your business be an auto title business? Will your business involve the sale of auto parts?**

**Yes**

Contact Oklahoma Department of Public Safety and the Oklahoma Tax Commission Motor Vehicle Licensing Department for more information  
Then go to Step 15

**No**

Go to Step 15

**18. Do you need a City of Bixby Water Account?**

**Yes**

Contact City Water Department  
Then go to Step 19

**No**

Go to Step 19

**19. Provide a copy of your Oklahoma Tax Permit along with a \$12 filing fee to obtain your business license.**

**YOU’RE DONE!**

## THE COMPREHENSIVE **PLAN**

Comprehensive Plans are the result of intensive study, broadly garnered and comprehensive information, professional analysis and coordination, public input, and general consensus of the City's staff, Planning Commission, and City Council. They bring together all planning functions (e.g., housing, land use, transportation, physical environment, energy, infrastructure and community facilities, demographics, etc.), analyze and compare them all on the community-wide scale, relate them to specific geographical areas within the community (i.e. the Land Use Map), and consider all this with a long-range time perspective (e.g., 15-20 years into the future).

The Comprehensive Plan is a thorough, complete, and well documented policy document used to inform the Planning Commission, City Council, and the Public at large how land can best be developed and used (among other things), and so, how rezoning and development applications should be accepted, rejected, or modified in order to achieve conformity to the Plan.

Comprehensive Plans can be highly prescriptive, prescribing specific land uses and land use intensities to specific parcels of land, or can be highly generalized, merely mapping out large swaths of land which may be suitable for certain intensities of development, and including a broad range of zoning districts which may be authorized therein. Bixby's Comprehensive Plan falls somewhere in between, specifically designating certain areas with specific land uses, and others more generally (e.g. the "Corridor" designation).

**As one of Oklahoma's fastest-growing communities, the City of Bixby is on the forefront of progress and development.**

This growth is expected to continue as the Tulsa region also continues to expand. To manage this growth, Bixby is in the process of adopting the updated Comprehensive Plan to assist the City's elected and appointed officials, staff, residents, and businesses in managing the impacts and challenges of this growth. Through the implementation of this Plan, the City seeks to take full advantage of the benefits of growth, while maintaining Bixby as an ideal place to call home.

See [www.bixby2030.com](http://www.bixby2030.com) for updates and information on our new Comprehensive Plan

## NOTES FROM **THE CITY PLANNER**

### **The Zoning Code is a tool used to implement the plan through:**

- Setting standards for how land is developed and redeveloped
- Providing standards for how developed land is maintained and used

### **Other tools used to implement the plan:**

- The Subdivision Regulations
- Engineering Design Criteria
- Capital Improvements Program (CIP)
- Theme/Appearance District ordinances
- Annexation and Nuisance ordinances

Zoning is sometimes used as a general term for the regulation of land use to achieve the goals and objectives of the Comprehensive Plan.

### **Contact Information**

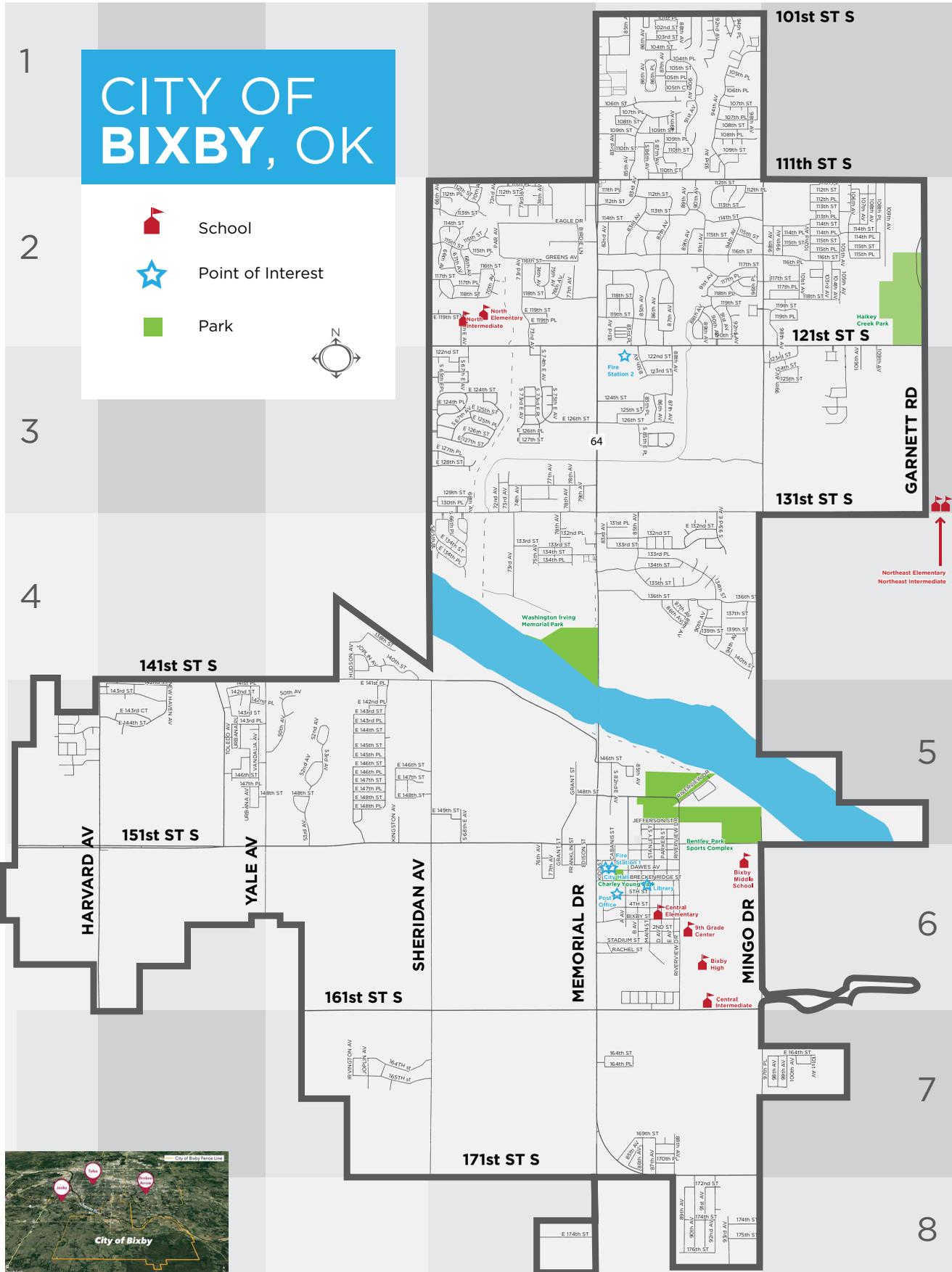
If you have any questions about planning, zoning, or land development in Bixby, please feel free to contact me:

### **Marcaé Hilton, City Planner**

PO Box 70 (mailing address)  
113 W. Dawes Ave. (office location)  
Bixby, OK 74008  
[mhilton@bixbyok.gov](mailto:mhilton@bixbyok.gov)

## CITY OF BIXBY, OK

-  School
-  Point of Interest
-  Park



## ECONOMIC **DEVELOPMENT**

The City of Bixby is the natural choice for business. As one of Oklahoma's fastest growing cities, Bixby is a dynamic community with a generally affluent and well-educated population base. We've developed the **www.choosebixby.com** website to showcase Bixby's profile and to convince entrepreneurs, existing businesses looking for the best place to grow, and retail site selectors that Bixby is the natural choice for business. On this website, you'll find:

### COMMUNITY PROFILE

- Home Values
- School and Residential Information
- Housing & Commercial Permit Valuations

### BUSINESS ENVIRONMENT

- Sales Tax Receipts
- Access Points From Surrounding Areas
- City Procedures

### DEMOGRAPHIC INFORMATION

- Growth
- Median Age
- Education
- Income

### OPPORTUNITY PROFILE

- Effective Buying Income
- Consumer Spending Habits
- E-mailable List of Key Opportunity Categories

In each section, you'll have the opportunity to quickly choose the data you're most interested in seeing and have it displayed for you in a ready-to-print, ready-to-email format designed to make sharing the good news about Bixby easy. More than 343,951 people live within a 10-mile radius of the heart of Bixby and we are ready to show you how they, and our growing community, fit your business plan.

For more information or assistance, please contact Krystal Crockett at (918) 366-9445

[www.ChooseBixby.com](http://www.ChooseBixby.com)



**Q:** What permits do I need?

**A:** All businesses in Bixby will need a business permit provided by the City of Bixby. Donna Crawford 918-366-0410

Any company that sells products, will need a sales tax permit through the State of Oklahoma [www.ok.gov/tax/Businesses/Tax\\_Types/Business\\_Sales\\_Tax](http://www.ok.gov/tax/Businesses/Tax_Types/Business_Sales_Tax)

Register with the Secretary of the State at: [www.sos.ok.gov/business](http://www.sos.ok.gov/business)

**Q:** What is the sales tax rate in Bixby?

**A:** 8.917%

**Q:** Can someone help me start my business?

**A:** Yes! We would love to sit down with you and discuss how to start a business and connect you with the resources you need. Please contact the Chamber.

**Q:** What other resources are there?

**A:** Small Business Administration: [www.sba.gov](http://www.sba.gov)

SCORE Tulsa: [tulsa.score.org](http://tulsa.score.org)

Oklahoma Department of Commerce: [www.okcommerce.gov](http://www.okcommerce.gov)

## Business Facts

3/4   
**BILLION**  
 \$\$\$\$\$\$  
 OPPORTUNITY  
 G A P

  
**3 HRS**  
 FROM THE POPULATION  
 CENTER OF THE U.S.

### BUSINESS OPPORTUNITIES

- Automotive Accessories
- Electronics & Appliances
- Building Materials & Supplies
- Grocery Stores
- Full-Service Restaurants
- Clothing Stores
- Pharmacies & Drug Stores
- Sporting Goods
- Shoe Stores
- Office Supplies
- Department Stores

STATE		RANKINGS
No. 1		LOWEST TAX BURDEN <i>-Anderson Economic Group</i>
No. 1		LOWEST UNEMPLOYMENT INSURANCE TAX <i>-Tax Foundation</i>
No. 4		LOWEST INDUSTRIAL ELECTRICITY <i>-Business Facilities</i>
No. 5		LOWEST COST OF LIVING <i>-CNBC</i>
No. 9		WORKFORCE TRAINING <i>-Business Facilities</i>



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