



# CITY OF SAND SPRINGS, OKLAHOMA

Neighborhood Services Department

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## 2025-2026 ALCOHOLIC BEVERAGE LICENSE(S) APPLICATION

**Who must apply:** Grocery, convenience or general merchandise stores selling retail beer and/or wine for off-premises consumption; or restaurants or establishments selling beer and/or wine for on-premises consumption must purchase/renew their City retail beer license for beer sales and/or City retail wine license for wine sales; or a City on-premises beer/wine sales license. Mixed beverage licenses and liquor store licenses are also included in alcoholic beverage licensing.

**What is required:** Applicants must submit a copy of their current Oklahoma Sales Tax Permit and a copy of their ABLE Permit or Permits, along with this completed application and the appropriate fee.

**Fees:** The fee for a new/renewal City retail beer sales license and/or a City retail wine sales license is \$500 for each license. The fee for a NEW City on-premises beer and/or wine sales license is \$500. The fee for RENEWING a City on-premises beer and/or wine sales license is \$450. The fee for a NEW mixed beverage license is \$1,000. The fee for RENEWING a mixed beverage license is \$900. The fee for a liquor store license is \$900.

**How to apply:** Applications are accepted by mail, e-mail or in person. The mailing address is at the top of this page. The Neighborhood Services office is located at City Hall, 100 E. Broadway St. Office hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday. E-mailed applications with complete documentation can be scanned and sent to the e-mail address shown above. You will be contacted for payment arrangements (check or credit card).

**COMPANY NAME:** \_\_\_\_\_

**STREET / MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**OWNER/CONTACT:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**FEDERAL TAX ID # or SOCIAL SECURITY #:** \_\_\_\_\_

Retail Beer Sales License Renewal:	_____	\$500
Retail Wine Sales License Renewal:	_____	\$500
NEW/RENEWAL On-Premises Beer and/or Wine License:	_____	\$500 / \$450
NEW/RENEWAL Mixed beverage license:	_____	\$1,000 / \$900
Liquor Store	_____	\$900

**TOTAL DUE:** \_\_\_\_\_