



CITY OF SAND SPRINGS, OKLAHOMA

Sand Springs Fire Department -- Neighborhood Services Division
108 E. Broadway, P.O. Box 338, Sand Springs, Oklahoma 74063-0338
Phone: (918) 246-2572 – Fax: (918) 245-0372

REGISTRATION OF LICENSE RENEWAL NOTICE

Who must apply: Any contractor performing electrical, mechanical or plumbing work within the corporate limits of Sand Springs must register their state license with the City. All registrations are effective July 1 and expire June 30 the following year. Renewals are accepted after June 1.

What is required: Applicant **must submit a copy of both the front and back of their current Oklahoma State Issued License and a copy of their driver's license** along with this completed renewal form and the appropriate fee -- Contractor \$125.00.

How to apply: Renewal applications will be accepted by mail, in person or on-line. The mailing address is at the top of the page. The Neighborhood Services Division is located in the Fire Administration Building, 108 E. Broadway. Office hours are 8 a.m. to noon, and 1 p.m. to 5 p.m., Monday through Friday. On-line applications can be completed and submitted by utilizing the City's website www.sandspringsok.org and clicking on the "quick links" tab of the licenses and permits section.

COMPANY NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: : _____

OWNER/CONTACT: _____

FEDERAL TAX I.D. #: _____ SOCIAL SECURITY #: _____

| NAME | TYPE OF LICENSE: | FEE |
|-------|------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |