



CITY OF SAND SPRINGS, OKLAHOMA

Neighborhood Services Department

City Hall – 100 E. Broadway St., P.O. Box 338, Sand Springs, Oklahoma 74063-0338

Phone: (918) 246-2572

[**neighborhoodservices@sandspringsok.org**](mailto:neighborhoodservices@sandspringsok.org)

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. Journeymen and apprentices do not register, but must have their State license on them when working in the City.

How to apply: Renewal applications will be accepted by mail, in person or by e-mail. The mailing address is at the top of the page. The Neighborhood Services office is located in City Hall, 100 E. Broadway St. Office hours are 8 a.m. to 12:00 p.m. and 1 p.m. to 5 p.m., Monday through Friday. E-mailed applications can be scanned and sent to the Neighborhood Services e-mail address shown above. A staff person will contact you for credit card payment.

COMPANY NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

OWNER/CONTACT: _____

OFFICE PHONE: _____ **OWNER/CONTACT CELL:** _____

EMAIL ADDRESS (REQUIRED): _____

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

NAME	TYPE OF LICENSE:	FEE
_____	_____	_____
_____	_____	_____
_____	_____	_____