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OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING  
ADVISORY BOARD ON MASSAGE THERAPY  
2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107-2453  
Establishment Department 405.522.7624 · www.cosmo.ok.gov

J. KEVIN STITT  
Governor

MALENA CURTSINGER  
Executive Director

**ESTABLISHMENT LICENSE APPLICATION – CORPORATE OR LLC OWNER**  
*Individuals wishing to obtain an Establishment License must file Form 501.*  
**Include cashiers check or money order for appropriate fee payable to OSBCB. PERSONAL CHECKS ARE NOT ACCEPTED.**  
**PROVIDE CERTIFICATE FROM SECRETARY OF STATE PROVING EXISTENCE OF CORPORATION OR LLC.**

Establishment Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
If street address is not available, attach specific directions. Indicate Suite Number, if applicable. If a Salon Suite, Booth Number is required.

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Establishment Telephone: \_\_\_\_\_

<b>For what type of establishment is application being made? (SELECT ONE ONLY AND SUBMIT APPROPRIATE FEE)</b>	
<input type="checkbox"/> Beauty Establishment <b>\$50</b>	<input type="checkbox"/> Barber Establishment <b>\$50</b>
<input type="checkbox"/> Nail Establishment <b>\$50</b>	<input type="checkbox"/> Cosmetic Studio <b>\$55</b>

Date applicant will open or assume operation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ADD \$10 PENALTY TO LICENSE FEE IF APPLICATION IS MADE AFTER THIS DATE**

Is Applicant taking over an existing establishment?  Yes  No

If YES, submit copy of either bill of sale or new lease.

The Board may require further documentation upon review of this application.

Indicate establishment's business hours:

SUN	MON	TUE	WED	THU	FRI	SAT

OFFICE USE ONLY	
County	Inspector

Is the establishment sign prominently displayed?  Yes  No

Are all floors constructed of, or covered with, easily cleaned, hard surface, non-pervious floor covering?  Yes  No

Is the establishment located inside, or part of, another business, such as a department store or tanning salon?  Yes  No

· If yes, name of other business: \_\_\_\_\_

Is the establishment in compliance with all local electrical, plumbing, fire and ventilation codes?  Yes  No

**APPLICANT INFORMATION**

Name of Corporation \_\_\_\_\_

Corporate Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

**I solemnly swear that the foregoing statements are true and correct.**

X \_\_\_\_\_  
**Signature of Applicant**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Commission # \_\_\_\_\_

My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_





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**INSTRUCTIONS FOR FORM 510**  
**ESTABLISHMENT LICENSE APPLICATION – CORPORATE OR LLC OWNER**  
**REVISED AUGUST 2022**  
***FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REJECTION OR DENIAL OF THIS APPLICATION.***

The Establishment License Application must be completed and notarized.

A copy of the Certificate of Incorporation from the Secretary of State must be enclosed with this Application, unless said Certificate is already on file with this office.

Applicants who are assuming operation of an existing establishment must submit a copy of either the Lease Agreement or the Bill of Sale from the previous owner.

Payment of the initial license fee, which includes \$5 for an Oklahoma State Board of Cosmetology and Barbering Rules and Statutes Book, must be enclosed with the application. Submit corporate check, cashier's check or money order. Personal checks are not accepted.

If the stated requirements are met, and the application is correct and complete, the Board will issue an Establishment license. This license is subject to approval by a State Inspector.

Under Oklahoma law, operating an establishment without a license is a misdemeanor. Applicants who have opened an establishment without applying for a license are subject to a \$10 penalty fee, and/or other legal recourse available to the Board of Cosmetology and Barbering.

Establishment licenses are not transferable from one entity to another. An Establishment license may be moved from one location to another if the Board is notified in writing prior to the location change. Establishment owners are required to file a Change Order Request (Form 571) PRIOR to the move. Failure to comply may result in cancellation of the Establishment license.

Licensees are required to report changes in permanent mailing address to the Board immediately. Licensees who sell or close their establishments, either temporarily or permanently, must also notify the Board in writing immediately.

Licensees are responsible for keeping their establishments in compliance with all city or county building and zoning codes. State Inspectors may ask to view code compliance certificates during an inspection.