



CITY OF SHAWNEE HOME BUSINESS LICENSE APPLICATION

Receipt # _____
Check # _____

Date of Application _____ Effective Date of License _____
Name of Business _____
Type of Business _____
Address _____ City/State/Zip Code _____
Home Telephone _____ Business Telephone _____
Mailing Address (If different) _____
Last Name _____ First Name _____ Middle Initial _____
Date of Birth _____ Driver's License #/State Issued _____
Kansas State Sales Tax # _____ Federal Employee ID # _____
FAX _____ E-mail Address _____ Website _____

PLEASE INITIAL EACH ITEM BELOW INDICATING THAT YOU HAVE READ AND WILL COMPLY WITH THE FOLLOWING HOME BUSINESS RESTRICTIONS.

- _____ Home businesses must be conducted by persons living in the home. A business may employ up to the equivalent of one full time employee (up to 40 hrs. per week combined if more than one employee). Employee hours shall be limited to the hours between 8:00 AM and 7:00 PM.
- _____ Services and/or sales to customers at the home are prohibited.
- _____ Home businesses collectively may not occupy more than 25% of the total floor area of the dwelling, not including garage or unimproved basement space.
- _____ Internal or external alterations or the use of construction features or mechanical equipment not customary to homes is prohibited.
- _____ The entrance to a home business must be from within the home.
- _____ Power sources are limited to electric motors with a total limitation of 3 horsepower per dwelling unit.
- _____ Commercial vehicles prohibited in residential areas. Commercial vehicles include those vehicles larger than 24-ft. in length, 8 ft. in height, or 8 ft. in width, or any vehicle licensed as a truck with a registered weight capacity of more than 16,000 lbs. or designed to transport 16 or more people. Flatbed trucks, dump trucks, tow trucks, cement mixers or utility wreckers are considered commercial vehicles regardless of their registered weight or size.
- _____ I understand it is my responsibility to notify the city when I am no longer conducting business.

COMPUTE YOUR ANNUAL LICENSE FEE BY REFERRING TO THE SCHEDULE ON THE REVERSE SIDE, AND FILE THE APPLICATION WITH YOUR REMITTANCE IN PERSON AT THE CITY CLERK'S OFFICE, 11110 JOHNSON DRIVE, SHAWNEE, KANSAS. CHECKS, CASH, AND VISA OR MASTERCARD ARE ACCEPTED.

ANNUAL BUSINESS LICENSE TAX \$ _____
AMOUNT PRO-RATED* \$ _____
AMOUNT DUE/REMITTED \$ _____

**Fees for new businesses are pro-rated for the first year of business. See reverse for calculation method.*

VEHICLES USED BY THE RESIDENT AND EMPLOYEES MAY NOT BE PARKED IN THE STREET DURING BUSINESS HOURS.

I DECLARE UNDER PENALTY OF FALSE STATEMENT THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE STATEMENTS MADE HEREIN ARE CORRECT AND TRUE.

SIGNATURE _____ TITLE _____

THE FILING OF THIS APPLICATION OR THE GRANTING OF A BUSINESS LICENSE NEITHER CONFIRMS NOR DENIES THE USE OF LAND AS REGULATED UNDER THE PROVISIONS OF THE MUNICIPAL ZONING CODE.

HOME0CC.PM7.2/15/06

**BUSINESS LICENSE FEE SCHEDULE
HOME OCCUPATIONS
Effective 07/01/94**

The City of Shawnee licensing year runs from October 1 to September 30. The cost of a license depends upon the type of business and is pro-rated throughout the licensing year. Please refer to the categories below to identify the fee for your business type.

To determine the fee due for the first year: Divide annual fee by 12. Multiply by number of months or fraction thereof remaining until October 1.

Example: \$50 fee for entire year. Business begins operations on May 15. There are 5 months remaining in licensing year. $\$50 \div 12 = \4.17 . $\$4.17 \times 5 = \20.85 . Total due for business operating from May 15 to September 30 is \$20.85.

Should you be unsure or unable to locate the fee for your type of business, please contact the Licensing Division at City Hall, (913) 631-2500 ext. 240.

CO	<u>Contractors</u>	\$125
	General, electrical. Plumbing, handyman, remodeling, etc.	
IN	<u>Insurance Agents or brokers</u>	\$75/Firm + 10/agent over 1
MN	<u>Manufacturing, printing, wholesaling, firms generally</u>	\$60
	All firms primarily in manufacturing, printing, wholesaling, and businesses engaged in the business primarily of renting and leasing.	
NU	<u>Nursery Schools/Day Cares</u>	\$40
PR	<u>Engineers, architects, and accountants</u>	\$100
PH	<u>Photographers and auctioneers</u>	\$75
RE	<u>Real estate offices</u>	\$100/Firm + \$10/agent over 1
RT	<u>Retail Sales</u>	\$50
	Selling groceries, clothing, hardware, notions, furniture, home furnishing, services, paint, drugs, recreation, crafts, and all calling trades, and businesses not set out elsewhere.	
TX	<u>Taxicab and bus companies</u>	\$100

The following are not allowed as home businesses except with a special use permit:

1. Commercial repairing of automobiles, appliances, equipment or similar items;
2. Commercial stable or kennel;
3. Sales to customers on premises;
4. Veterinary surgery;
5. Animal grooming;
6. Barber or beauty Shops.

New Business Guide and Sign-Off Sheet

City of Shawnee, Kansas

A NEW BUSINESS MAY REQUIRE ALL OR PART OF THE FOLLOWING PROCEDURES
PLEASE CHECK EACH ONE, AND HAVE THE APPROPRIATE DEPARTMENT SIGN

BUSINESS NAME: _____ BUSINESS TYPE: _____ DATE: _____

STEP #1

ZONING VERIFICATION

Contact the Planning Department at (913) 742-6011.

- The property on which your business will be located must be properly zoned.
- The City Planner will discuss any/all site development and signage requirements.
- Signatures must be obtained by the City Planner.

SITE DEVELOPMENT REQUIREMENTS:

You must complete all required site development construction such as final grading, stormwater drainage improvements, compliance with stormwater detention ordinance and parking lot and drive approach construction prior to opening your business.

ZONING REQUIREMENTS:

The City Planner will verify the property has proper zoning for the type of business to be opened, or if a site plan is required.

Property Address: _____

Zoning Classification: _____

Downtown Improvement Area:

Yes ☐ (Area) _____ No ☐

75th Street Corridor:

Yes ☐ (Area) _____ No ☐

SIGN PERMIT REQUIREMENTS:

I hereby acknowledge receipt of the sign requirements for the City of Shawnee.

Applicant Signature: _____

Date: _____

Planning Signature: _____

Date: _____

If you are a home-based business, skip to Step #6.

STEP #2

PUBLIC IMPROVEMENTS

Contact the Development Services Department at (913) 742-6012.

- Any/all public improvements must be completed before business can open.
- The City Engineer will discuss the requirements for a public improvement permit (if necessary).

STEP #3

BUILDING INSPECTIONS

Contact the Codes Administration Division at (913) 742-6011.

- A building permit and inspection may be required before your business can open.
- A temporary certificate of occupancy may be required before your business can open.

BUILDING PERMIT:

A building permit is required for any new construction or remodeling/tenant finish, etc.

BUILDING INSPECTION:

A building inspection must be completed before your business can open. The final inspection report will be delivered to the City Clerk's Office by the Codes Administration Division.

TEMPORARY CERTIFICATE OF OCCUPANCY:

A temporary certificate of occupancy may be required before your business can open. The fee for a temporary certificate of occupancy is: \$30 for first 30 days and \$10 for each subsequent 30 day period.

STEP #4

FIRE INSPECTION

Contact the Fire Department at (913) 631-1080.

- A fire inspection must be completed before your business can open.
- The inspection report will be sent to the City Clerk's Office by the Fire Department.
- Some business will require an annual inspection (day cares).

STEP #5

CERTIFICATE OF OCCUPANCY

Contact the City Clerk's Office at (913) 742-6014.

- A final certificate of occupancy will be issued for every business located in the City.
- Once Steps 1-4 are complete, the City Clerk's Office will issue a Final Certificate of Occupancy for a one-time fee of \$5.00

STEP #6

BUSINESS LICENSE

Contact the City Clerk's Office at (913) 742-6014.

- A business license is required for every business operating in the City.
- Once Steps 1-6 are complete, the City Clerk's Office will issue a Shawnee Business License.

BUSINESS LICENSE:

A business license will be issued by the City Clerk's Office. The business license fees can be found in Title 5 of the Shawnee Municipal Code. The licensing year for most business is October 1 to September 30 of each year. Most fees are pro-rated based on the month in which the license is issued. Some businesses have additional regulations and fees.

BEFORE YOU CAN OPEN FOR BUSINESS, A FINAL OR TEMPORARY CERTIFICATE OF OCCUPANCY, AND A SHAWNEE BUSINESS LICENSE, MUST BE OBTAINED FROM THE CITY CLERK'S OFFICE.

KANSAS DEPARTMENT OF AGRICULTURE: For Restaurants, Food Services 1-785-564-6767
KANSAS STATE SALES TAX NUMBER: Contact Kansas State Revenue and Sales Tax Office 1-877-526-7738



Emergency Contact Information

Sometimes it may be necessary for the Police Department to contact authorized personnel of your business after normal business hours. Please list at least two (2) persons that can be contacted by the Police Department, should it become necessary. They should have door keys and be able to respond to assist officers if needed.

Name of Business: _____

Business Address: _____

Business Telephone: _____

First Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Second Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Third Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Do you have an alarm system? ☐ Yes ☐ No

If yes, what type? ☐ Robbery ☐ Burglary

Alarm Company Name: _____

Alarm Company Telephone: _____

Date: _____ Signature: _____

If you would prefer future update requests via your business e-mail, please supply your e-mail address: _____

Print this form, complete the information and return it to the City Clerk's office at City Hall.

11110 Johnson Drive
Shawnee, Kansas 66203
Phone: (913) 631-2500 • Fax: (913) 631-7351
www.GoodStartsHere.org