

## City of Shawnee - New Business Guide and Sign-Off Sheet

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:** \_\_\_\_\_

<b>STEP #1</b> <i>ZONING VERIFICATION</i>	<b>Contact the Planning Department at (913) 742-6011</b>
<ul style="list-style-type: none"> <li>The property on which your business will be located must be properly zoned.</li> <li>The City Planner will discuss any/all site development and signage requirements.</li> <li>Signatures must be obtained by the City Planner.</li> </ul>	
<p><b>SITE DEVELOPMENT REQUIREMENTS:</b> 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.</p> <p><b>ZONING REQUIREMENTS:</b> Community Development staff will verify the property has proper zoning for the type of business to be opened, or if a site plan is required.</p> <p>Property Address: _____ Downtown Improvement Area: _____  <span style="margin-left: 150px;">Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></span></p> <p>Zoning Classification: _____ 75<sup>th</sup> Street Corridor: _____  <span style="margin-left: 150px;">Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></span></p> <p><b>SIGN PERMIT REQUIREMENTS:</b> I hereby acknowledge receipt of the sign requirements for the City of Shawnee.</p> <p>Applicant Signature: _____ Date: _____ Planning Signature: _____ Date: _____</p> <p style="text-align: center;"><b><i>If you are a home-based business, skip to Step #4.</i></b></p>	

<b>STEP #2</b> <i>PUBLIC IMPROVEMENTS</i>	<b>Contact Development Engineering at (913) 742-6012</b>
<ul style="list-style-type: none"> <li>Any/all public improvements must be completed before business can open.</li> <li>Staff will discuss the requirements for a public improvement permit (if necessary).</li> </ul>	

<b>STEP #3</b> <i>BUILDING INSPECTIONS</i>	<b>Contact the Codes Administration Division at (913) 742-6010</b>
<ul style="list-style-type: none"> <li>A building permit and inspection may be required before your business can open.</li> <li>A temporary certificate of occupancy may be required before your business can open.</li> </ul>	
<p><b>BUILDING PERMIT:</b> A building permit is required for any new construction or remodeling/tenant finish (construct, enlarge, alter, repair, move, demolish, electrical, mechanical or plumbing) or change in occupancy of the building or structure.</p> <p>Permit required for new business? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>CERTIFICATE OF OCCUPANCY:</b> If a building permit is required, a certificate of occupancy is required before your business can open. The Community Development Department will issue a Final Certificate of Occupancy for a one-time fee of \$5.00 once a satisfactory final inspection is completed by Building Codes, Fire Department, Planning, and Development Engineering.</p> <p>A temporary certificate of occupancy can be issued to open the business when approved by Building Codes, Fire Department, Planning, and Development Services. The fee for a temporary certificate of occupancy is: \$30 for 30 days or \$60 for 120 days.</p> <p><b>Permit Requirements:</b> I hereby acknowledge the requirements for a building permit as adopted by Chapter 15 of the Shawnee Municipal Code.</p> <p>Applicant Signature: _____ Date: _____</p> <p><small>*NOTE: If a building permit is not required for the business then no inspections are required.</small></p>	

<b>STEP #4</b> <i>BUSINESS LICENSE</i>	<b>Contact the Community Development Department at (913) 742-6011</b>
<ul style="list-style-type: none"> <li>A business license is required for every business operating in the City.</li> <li>Once Steps 1 - 4 are complete, the Community Development Department will issue a Shawnee Business License.</li> </ul>	
<p><b>BUSINESS LICENSE:</b> A business license will be issued by the Community Development Department. 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.</p>	

**BEFORE YOU CAN OPEN FOR BUSINESS, A SHAWNEE BUSINESS LICENSE MUST BE OBTAINED.**  
 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