



City of Shawnee Home Business License Application

Receipt # _____
Check # _____
NAICS Code _____

Date of Application _____ Effective Date of License _____
Name of Business _____ Type of Business _____
Address _____ City/State/Zip _____
Home Telephone _____ Business Telephone _____
Mailing Address (if different) _____
Last Name _____ First Name _____ Middle Initial _____
Date of Birth _____ DL/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 hours per week combined if more than one employee). Employee hours shall be limited to the hours between 8:00 a.m. and 7:00 p.m.
- _____ Retail services and/or sales to customers at the home are prohibited.
- _____ Home businesses collectively may not occupy more the 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, 8ft. 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 your application with your remittance in person at the Community Development Department, 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.

06/2023