



Date of Application _____ Type of Business _____
 Name of Business _____
 Business Address _____ City/State/Zip _____
 Mailing Address _____ City/State/Zip _____
 Business Telephone _____ Email _____ Website _____

OWNERSHIP INFORMATION

If Corporation, List Information For Registered Agent

Last Name _____ First Name _____ Middle Initial _____
 Home Address _____ City/State/Zip _____
 Home/Cell Telephone _____ Date of Birth _____ DL/State Issued _____

BUSINESS INFORMATION

To Be Completed By Business Located in Shawnee

On-Sight Manager Name _____ Cell Telephone _____
 Total Applicable Interior Square Footage (calculated on reverse) _____
 Total Applicable Exterior Square Footage (calculated on reverse) _____
 Number of Employees/Agents Working in Shawnee _____
 Kansas State Sales Tax # _____ Federal Employee ID # _____

BUSINESS LICENSE FEE

Compute your annual license fee by referring to the schedule on the reverse side,
 and file your application with your remittance.

Make check or money order payable to City of Shawnee and mail to:

Community Development

11110 Johnson Drive, Shawnee, KS, 66203

You may also email your application to mcrissman@cityofshawnee.org

We will then call you and take a credit card over the phone

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.*

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.

BUSINESS LICENSE FEE SCHEDULE
Effective 01/02/2020

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. To determine the fee due for the first year, divide the annual fee by 12. Multiply by number of months or fraction thereof remaining until October 1. Contact the Community Development Department at (913) 742-6010 if you have questions.

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

License Type	License Description	License Detail	License Fee
AN	Automobile Dealers - New Cars	All new automobile dealers	\$400
AU	Automobile Dealers - Used Cars	All used automobile dealers	\$225
BK	Banks	Banks and detached ATMs	\$300 per location + \$100 per detached ATM
BS	Barbers and Beauty Shops	Barber/Beauty Shops and operators	\$50 + \$10 per operator over one
CO	Contractors	General, Electrical, Plumbing, Handyman, Remodeling, etc.	\$125
CU	Credit Union	Small loan, finance and investment companies, credit unions and mortgage companies	\$150 per location
FU	Funeral Home	Funeral Home	\$275
GN	Greenhouses and Nurseries	Greenhouses and Nurseries	\$75
HS	Hospitals and Nursing Homes	Hospitals and Nursing Homes	\$100
IN	Insurance Agents and Brokers	Insurance Agents and Brokers	\$75 per firm + \$10 per agent over one
MO	Motels/Hotels	Rental Rooms Only	\$5 per room
	<i>Shops, banquet, conference and ballroom facilities which are part of motel/hotel operation are considered individual businesses and are taxed individually on square footage basis as RT-Retail. Restaurants which are part of motel/hotel operation are considered individual businesses and are taxed individually as Restaurants-RS based on the number of employees working in the restaurant.</i>		
MV	Movies and Theaters	In-door and out-door	\$100 per complex + \$25 per viewing screen
NU	Nursery School/Day Cares	Nursery School/Day Cares	\$40
PH	Photographers and Auctioneers	Photographers and Auctioneers	\$75
PR	Professionals	Engineers, Architects, Accountants, Doctors, Medical	\$100
RS	Restaurants and Drive-Ins	Restaurants, Drive-ins, Fast Food	\$100 for 1-14 employees \$250 for 14 or more employees
RA	Radio Antenna Tower	Communication Towers (Commercial)	\$200
RE	Real Estate Offices	Real Estate Offices and Agents	\$100 per firm + \$10 per agent over one
RFDR	Recreation Facility-Driving Range	Golf Driving Range	\$75
RFG	Recreation Facility-Golf Course	Golf Course	\$150
RFMG	Recreation Facility-Mini Golf	Miniature Golf	\$75
RFS	Recreation Facility-Skating	Skating Rink (Roller or Ice)	\$150
SS	Service Station	Gas Station and/or Convenience Stores	\$75 – selling gas, oil, supplies, etc. +\$30 – grocery store operation +\$30 – rental operation (all rentals)
SV	Savings and Loan	Savings and Loans Associations	\$250 per location
SY	Storage Yard	Storage Yard (not storage buildings)	\$100
TT	Tree Trimming	Tree Trimming Companies	\$125
TX	Taxicab and Bus Companies	Transportation companies	\$100

MN Manufacturing, printing, wholesaling, firms generally All firms primarily in manufacturing, printing, wholesaling, garages, car washes, office buildings occupied by a single business, and businesses engaged primarily in renting and leasing. Fee based on interior square footage without regard to use in addition to exterior square footage used for display, sales and storage area.

Interior Square Footage _____ + Applicable Exterior Square Footage _____ = Total to Calculate Fee _____

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0 - 2,999	\$60	12,000 - 13,999	\$225	24,000 - 24,999	\$400	40,000 - 59,999	\$600
3,000 - 4,999	\$100	14,000 - 15,999	\$250	25,000 - 26,999	\$425	60,000 - 79,999	\$650
5,000 - 6,999	\$120	16,000 - 16,999	\$275	27,000 - 28,999	\$450	80,000 - 99,999	\$700
7,000 - 7,999	\$135	17,000 - 18,999	\$300	29,000 - 29,999	\$475	100,000 +	\$750
8,000 - 8,999	\$150	19,000 - 20,999	\$325	30,000 - 31,999	\$500		
9,000 - 9,999	\$175	21,000 - 21,999	\$350	32,000 - 34,999	\$525		
10,000 - 11,999	\$200	22,000 - 23,999	\$375	35,000 - 39,999	\$550		

RT Retail Sales 1. Selling groceries, clothing, hardware, notions, furniture, home furnishings, services, paint, drugs, recreation, crafts, and all calling trades, and businesses not set out elsewhere. 2. Retail stores which hold themselves out to the public as a single business entity, but which in fact are partly or wholly operated on the basis of leased departments therein, shall pay an occupational tax for one business to include the square footage of the leased departments; provided, that leased departments which have a private individual exterior entrance, and which have no entrance into such retail stores, even though under a common roof with such retail stores, shall pay an occupational tax as a separate business. Fee based on interior square footage of main floor without regard to use in addition to ½ interior square footage of basement or additional floors open in whole or part to public and ½ exterior square footage used for display, sales and storage area.

Interior Square Footage (1) _____ + ½ Interior Square Footage (2) _____ + Applicable Exterior Square Footage _____ = Total to Calculate Fee _____

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0 - 499	\$50	5,000 - 5,999	\$200	11,000 - 19,999	\$600	60,000 - 79,999	\$650
500 - 999	\$60	6,000 - 6,999	\$250	20,000 - 29,999	\$700	80,000 - 99,999	\$700
1,000 - 1,999	\$75	7,000 - 7,999	\$300	30,000 - 34,999	\$800	100,000 +	\$750
2,000 - 2,999	\$100	8,000 - 8,999	\$350	40,000 - 59,999	\$600		
3,000 - 3,999	\$125	9,000 - 9,999	\$400	60,000 - 79,999	\$650		
4,000 - 4,999	\$150	10,000 - 10,999	\$500	80,000 - 99,999	\$700		

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:** _____

STEP #1 <i>ZONING VERIFICATION</i>	Contact the Planning Department at (913) 742-6011
<ul style="list-style-type: none"> 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. 	
<p>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.</p> <p>ZONING REQUIREMENTS: 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: Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></p> <p>Zoning Classification: _____ 75th Street Corridor: Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></p> <p>SIGN PERMIT REQUIREMENTS: 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;"><i>If you are a home-based business, skip to Step #4.</i></p>	

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

STEP #3 <i>BUILDING INSPECTIONS</i>	Contact the Codes Administration Division at (913) 742-6010
<ul style="list-style-type: none"> 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. <p>BUILDING PERMIT: 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>CERTIFICATE OF OCCUPANCY: 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>Permit Requirements: 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>	

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



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: _____

Cell Number: _____

Second Contact Name: _____

Residence Telephone: _____

Cell Number: _____

Third Contact Name: _____

Residence Telephone: _____

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 Community Development Department at City Hall.

11110 Johnson Drive
Shawnee, Kansas 66203
Phone: (913) 742-6247 • Fax: (913) 268-7562
www.cityofshawnee.org