



# 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 \_\_\_\_\_

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.
- \_\_\_\_\_ 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.

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

*\*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.*

# Business License 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.

Example: \$50 fee for entire year. Business begins operations 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.

Should you be unsure or unable to locate the fee for your type of business, contact the Community Development Department at 742-6247.

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

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

## 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: Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></p> <p>Zoning Classification: _____ 75<sup>th</sup> Street Corridor: Yes <input type="checkbox"/> (Area) _____ No <input type="checkbox"/></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>*NOTE: If a building permit is not required for the business then no inspections are required.</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



## 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.

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