



CITY OF LANSING

BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Name: _____ Date of Birth: ____/____/____

Address: _____
Street City State Zip Code

Telephone (Day): _____ Telephone (Evening): _____ Driver's License #/State Issued: _____
Attach Copy

Vehicle Information (If operating from vehicle): _____
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): _____

Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed. _____

BUSINESS INFORMATION

Name of Business: _____ Business Telephone: _____

Type of Business: _____ Business Fax: _____ Website: _____

Would you prefer to receive correspondence by email? Yes No If yes, please provide email address: _____

Business Address: _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

On-Site Manager Name: _____ Telephone: _____

Kansas Sales Tax Number: _____ Federal Tax ID #: _____

Owner Name: _____ Owner Telephone: _____

Owner Address: _____
Street City State Zip Code

LICENSE INFORMATION (LICENSE TYPES AND FEES ON REVERSE)

Type of License: _____ Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: _____ Title: _____ Date: _____

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Community Development Department may be contacted to schedule an inspection prior to license approval. The Police Department may also review this application prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: _____ Cost: _____ License Period: _____
Signature Date
Police Signature: _____ Amount Received: _____ Cash Check Credit
Signature Date Additional Information: Insurance Attachment B
Community Development Signature: _____ Cereal Malt Beverage Form Articles of Incorporation
Signature Date Copy of Photo Identification Copy of State License
 Additional Code Items Late Fee
Notify: Finance Public Works Police Economic Development

Business Licenses	Fees	License Period
Adult Retail Business		
Business License	\$500.00	Jan. 1 – Dec. 31
Manager’s License	\$50.00	Jan. 1 – Dec. 31
Employee License	\$20.00	Jan. 1 – Dec. 31
Independent Contractor License	\$100.00	Jan. 1 – Dec. 31
Alcoholic Beverages:		
Cereal Malt Beverage Retailer – Consumption On Premises*	\$200.00	Jan. 1 – Dec. 31
Cereal Malt Beverage Retailer – Consumption Off Premises*	\$50.00	Jan. 1 – Dec. 31
Cereal Malt Beverage Retailer – Temporary*	\$150.00	Duration of Event
State Stamp Tax	\$25.00	Jan. 1 – Dec. 31
Temporary Alcoholic Liquor Permit*	\$25.00 per day	Duration of Event
Drinking Establishment*	\$600.00	24 Months
Private Club*	\$600.00	24 Months
Retail Liquor*	\$600.00	24 Months
Arborist*:		
License	\$30.00	12 Months
Dead Tree Removal	\$30.00	12 Months
Auction	\$25.00 per day	One Day
Bath House or Massage Establishment*:		
Initial License	\$300.00	12 Months
Renewal License	\$150.00	12 Months
Employee Permits	\$50.00	12 Months
Carnivals and Circuses:		
Per Day	\$50.00	One Day
Per Week	\$250.00	One Week
Fireworks Retail Sale*	\$500.00	July 1 – July 5
Food Establishment	\$50.00	Jan. 1 – Dec. 31
General Business License		
Home Based Business	\$25.00	Jan. 1 – Dec. 31
Non Home Based Business	\$50.00	Jan. 1 – Dec. 31
Ice Cream Vendor	\$25.00 per vehicle	Jan. 1 – Dec. 31
Kennel License	\$25.00	June 1 – May 31
Late Fee (30 Days Past Due)	\$10.00	Per Day
Lawncare:		
License	\$30.00	12 Months
Pawnbroker License	\$300.00	Jan. 1 – Dec. 31
Solid Waste Disposal	\$25.00 per truck	Jan. 1 – Dec. 31
Special Use Permit	\$25.00	12 Months
Temporary Special Event	\$50.00 or \$100.00	Duration of Event
Transient Vendor*		
3 Consecutive Days	\$25.00 per person	3 Consecutive Days
7 Consecutive Days	\$60.00 per person	7 Consecutive Days
One Month	\$125.00 per person	One Month
Value Property Dealer		
Temporary – Type “T”	\$300.00	60 Hours
Permanent – Type “P”	\$300.00	12 Months
Display – Type “D”	\$300.00	Duration of Show

*** Additional Attachments Needed:**

- Corporations – Articles of Incorporation
- All Cereal Malt Beverage Licenses – Cereal Malt Beverage Form
- Drinking Establishment; Private Club; Retail Liquor; Temporary Alcoholic Liquor – Copy of State License and Attachment B
- Fireworks – Proof of Insurance with Lansing named as additionally insured; Distributor’s License; tax clearance; list of items for sale
- Arborist and/or Lawncare Licenses – Proof of Insurance with Lansing named as additionally insured
- Bath House or Massage Establishment – Additional Items Listed in City Code
- Transient Vendor – Copy of Official Photo Identification (ex: Driver’s License; State ID; Military ID)