

HELPFUL RESOURCES

Kansas Business Center

www.accesskansas.org

Kansas Small Business Development Center

www.business.ku.edu/kusbdc/

785-843-8844

Chamber of Commerce

www.lchamber.com

913-682-4112

Department of Revenue

www.ksrevenue.org/business.htm

Workforce Partnership

www.workforcepartnership.com

Kansas Department of Agriculture

(Health Regulations)

www.ksda.gov

785-296-7430



New Business Guide

800 First Terrace

Lansing, KS 66043

913-727-3036

www.lansings.org

Welcome to Lansing!

City Clerk's Office

913-727-3036

By City Ordinance, businesses located within the city boundaries of Lansing, KS are required to obtain a Business License; this includes in-home businesses. Arborist/Tree Trimming and Lawncare businesses are also required to obtain a Business License, even if their business is not located in Lansing.

Fees and licensing periods vary depending on the type of business. Some common license types (contact us for a complete list):

General Business License	Arborist/Lawn Care
Home Based Business License	Fireworks Retail Sales
Food Establishment	Special Event Permit
Alcoholic Beverages	Transient Vendor Permit

Cereal Malt Beverage/Liquor

If your business sells cereal malt beverages, you must obtain a license from the City Clerk. You may also download the application from the Kansas Department of Revenue at www.ksrevenue.org/cmb. If your business sells liquor (anything over 6% alcohol by volume), you must first obtain a license from the Kansas Department of Revenue, Alcohol Beverage Control at www.ksrevenue.org or 785-296-7015. After obtaining your state license, you must apply for a City license from the City Clerk. Fees vary depending on the type of license.

Community & Economic Development Department

913-727-5488

Building Inspection

Building inspections require 24 hour advance notice and will be based on availability and order in which received. The current inspections are based on local codes, the 2006 International Codes, and the 2002 National Electrical Code.

Business Location

Businesses within the City must receive approval from Planning and Zoning. An inspector will check to see if the zoning is appropriate for the type of business you plan to operate or if a site plan is required. All businesses must complete this process even if you plan to locate to a site that is already an existing business. If you are building a new location, the Community & Economic Development Department will verify that your site development plan meets City requirements.

Sign Permit

To put up a sign at a commercial location, you must have a sign permit. The Community & Economic Development Department is responsible for the enforcement of sign regulations and issuance of sign permits. For additional information regarding sign requirements, please contact us.

Commercial Day Care

All commercial daycares caring for more than six (6) unrelated children must pass state and local inspections and are mandated by local and state codes. On a local level, all day cares meeting these conditions must also have a conditional use permit which must have Planning Commission and City Council approval.

Types of Permits (complete list on website)

Fence Permits	Right of Way Permits
Building Permits	Conditional Use Permits
Electrical, Plumbing, Mechanical Permits	Contractor Licenses

Apply for your Business License and/or Permits at www.lansingsks.org