

## **HELPFUL RESOURCES**

### **Kansas Business Center**

[www.accesskansas.org](http://www.accesskansas.org)

### **Kansas Small Business Development Center**

[www.business.ku.edu/kusbdc/](http://www.business.ku.edu/kusbdc/)  
785-843-8844

### **Chamber of Commerce**

[www.llchamber.com](http://www.llchamber.com)  
913-682-4112

### **Department of Revenue**

[www.ksrevenue.org/business.htm](http://www.ksrevenue.org/business.htm)

### **Workforce Partnership**

[www.workforcepartnership.com](http://www.workforcepartnership.com)

### **Kansas Department of Agriculture (Health Regulations)**

[www.ksda.gov](http://www.ksda.gov)  
785-296-7430



## **New Business Guide**

800 First Terrace  
Lansing, KS 66043  
913-727-3036  
[www.lansingks.org](http://www.lansingks.org)

# Welcome to Lansing!

**City Clerk's Office**  
**913-727-3036**

**Community & Economic Development  
Department**  
**913-727-5488**

## Business License Required

By City Ordinance, all businesses located within the city boundaries of Lansing, Kansas are required to obtain a Business License, including 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](http://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](http://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.

## Business Location

Please check with the Community & Economic Development office to see if the zoning is appropriate for the type of business you plan to operate or if a site plan is required, prior to opening or selecting a site. All businesses must complete this process, even if you plan to open on a site that is already an existing business. If you are constructing a new building, you must submit a site development plan that meets City requirements.

## Building Inspection

Prior to opening, the City Building Official must inspect your business location. Building inspections require 24 hour advance notice and will be based on availability and order in which received. The current inspections are based on City Code, Unified Development Ordinance, and the 2006 International Codes.

## Sign Permit

To put up a sign at a commercial location, you must have a sign permit. For additional information regarding sign requirements, please contact the Community & Economic Development Department.

## Day Care

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

## Permits Types (Partial)

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 [permits.lansingsks.org](http://permits.lansingsks.org)**