



Business License Application

12350 W 87 Street Pky
P.O. Box 14888
Lenexa, KS 66285-4888

Phone 913-477-7500
Fax 913-477-7730
www.ci.lenexa.ks.us

Lenexa Business Start Date ____/____/____

revised 8/14/09

Common Name of Business (DBA) _____

Legal Name of Business (if different than DBA) _____

Type of Business (Contractor, Physician, Retail Sales) _____

**PLEASE NOTIFY US IF YOU DISCONTINUE
YOUR BUSINESS - THANK YOU!**

Physical Business Address:

Street # (or range of #s) and Name Suite, Apt, Pillar, etc. City State Zip

() Business Address Phone # () Cell # () Fax #

Mailing Address: (if different from Physical Address)

Name for Mailing Address: DBA Legal Name Other _____

Street # (or range of #s) and Name Suite, Apt, Pillar, etc. City State Zip

() Mailing Address Phone # () Cell # () Fax #

Contacts:

■ Primary Contact (Owner/Corp. Agent/Applicant) Name Email Address

Home Address - Street # and Name City State Zip Phone # Cell Phone #

Date of Birth Driver's License # State Issued

■ Secondary Contact: Name Email Address

Type of Contact Phone # Cell Phone #

Please complete this section if your business is physically located in Lenexa.

Check if applicable: This is a change in business name business ownership physical business address

Is business located in a Lenexa residence? N Y - please complete a **Home Business Zoning Permit** application

Are you sub-leasing this space? N Y - please complete information in #3 on **Certificate of Occupancy**

Do you have a fire/intrusion alarm? N Y - please complete an **Alarm User Registration** application

Total Square Footage _____ Kansas State Sales Tax Number _____

ENTER INFORMATION BELOW FOR THIS BUSINESS LOCATION, IF APPLICABLE:

Auto Dealers, inside: # sq. ft. _____ Personal Service (Hair/Nails): # operators _____
Auto Dealers, outside: # sq. ft. _____ Professionals: # licensed professionals _____
Banks: # detached facilities _____ Refuse Haulers, Commercial: circle all that apply:
Coin-Op Machine Vendors: # machines _____ Solid Waste Recyclable Compost
Delivery/Product Goods or Services: # trucks _____ Refuse Haulers, Residential: # trucks _____
Exhibitors/Vendors/Auction/Estate Sales: # days _____ Restaurants: # employees _____
Hospitals/Nursing & Retirement Homes: # beds _____ Salvage yards, inside: # sq. ft. _____
Motels: # rooms _____ Salvage yards, outside: # sq. ft. _____

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

Signature of Owner(s) or Corporation Agent/Owner Title Date

The filing of this application or the granting of a business license neither confirms nor approves the use of land as regulated under the provisions of the zoning code, and is further subject to all applicable federal, state and local laws and regulations which apply to specific occupations and businesses. Whenever several business classifications are applicable to a business, then said business, firm, or calling shall pay the highest classification herein.

Payment by Check - make check payable to **City of Lenexa**.
 Payment by Credit Card
Please Circle: Visa / MC / AE / Discover Card # _____ Exp Date ____/____
V- Code # _____ Signature _____ Tel # () _____

FOR OFFICE USE ONLY

License Effective from _____ to 12-31-_____ Sect/Ord # _____ Yearly Fee _____ Fee Remitted _____

CO necessary Cash / CC / Check # _____ Receipt # _____ Business License Number _____

Information: City of Lenexa Business License Application

All Business License fees will be prorated according to the month you begin your business in Lenexa, with the exception of alcohol related, Massage Therapist, and Precious Metals / Pawnbroker license fees. Our Customer Service staff can quote your exact prorated fee.

Contractor Licensing

To be licensed in Lenexa, contractors (whether located within or outside Lenexa) are required to have a current Johnson County Contractor's License for the applicable type of classification; i.e., plumbing, electrical, mechanical, etc. Johnson County licensing isn't required for land disturbance, public improvements and fences.

Local Businesses

Before applying for your license, please contact our Customer Service staff to be certain of your City of Lenexa classification and fees.

Some classifications of business are listed on the front page of the Business License Application beneath the box noting a Lenexa location. If your business falls within these categories, please contact our Customer Service department for assistance in determining your fees.

If Lenexa classifies you by square footage (retail, distributor, manufacturing, warehousing, etc.), the table below, will help you approximate your annual fee; however, please consult our Customer Service staff to determine your exact fee:

<u>Square Footage</u>	<u>Fee</u>
0-999	54.00
1,000-2,999	70.00
3,000-4,999	87.00
5,000-7,999	130.00
8,000-9,999	162.00
10,000-14,999	216.00
15,000-24,999	243.00
25,000-39,999	324.00
40,000-59,999	433.00
60,000-99,999	541.00
100,000 and over	811.00

If you are buying an existing business, many licenses can be transferred to new ownership without paying a new Business License fee. Please contact us to see if your Business License is transferrable.

If you're applying for a Certificate of Occupancy at the same time as your Business License, we can process your applications simultaneously; however, please issue separate payments for your Certificate of Occupancy and Business License. Your Certificate of Occupancy fee will be a one-time \$100 fee.

Payment Options

All Business License fees may be paid by check (made payable to the *City of Lenexa*), credit card or cash. If you prefer to pay by credit card, you can fax your Business License application to us and provide your credit card information at the bottom of the application; or, if you prefer, call our Customer Service staff with your credit card information.

Note: If, at some time in the future, you enlarge your space or change locations, please notify the City immediately in order for us to keep your License information accurate.