



Business License / Home Zoning Permit

12350 W 87 Street Pky
Lenexa, KS 66285-4888

Phone: 913-477-7500
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www.ci.lenexa.ks.us

Business Start Date: _____ / _____ / _____ **Type of Business:** _____

Applicant Name: _____ **Phone:** _____

Business Name: _____ **Cell:** _____

Address of Business: _____ **E-Mail:** _____

Mailing Address (if different from above): _____

Subdivision: _____ **Fax:** _____

Property Zoning Designation: _____

Is there a Homes Association for this subdivision? **Yes** _____ **No** _____

Note: Before applying for this Business/Home Zoning Permit, you should verify whether the homes association has any private covenants and/or restrictions which may affect the ability to have a home based business.

Type and description of home business: (product/service and what activity will occur on the premises)

Square footage used for the business: _____

Note: The area cannot exceed 25% of total floor area, excluding the garage and basement, up to a maximum of 600 sq. ft.

Number of employer(s) living in the home: _____ **Number of employee(s) not living in the home:** _____

Number of clients/customers who will come to the home: # per day: _____ # per week: _____

Note: The business can generate no more than 6 round trips by vehicle per day.

Business gatherings: # per month _____ # per year _____

Note: Business gatherings can occur no more than one time per month and can only occur between the hours of 6:00 am and 9:00 pm. Vehicles must not block driveways and/or intersections.

Hours of operation: Days of week: _____ Hours: _____

Location of business-related parking: _____

Note: No parking is allowed on the street or public right-of-way as a result of the home business, except for occasional permitted business gatherings. Only standard pickup trucks with factory-built cab & bed designed as a singular unit & standard passenger vehicles are permitted.

Delivery/Pick-ups: N/A _____ US Mail, UPS, FedEx, Airborne, etc. _____ Other _____

Describe other: _____

Storage: (Describe type of items for storage and location of storage) _____

Note: Accessory buildings may only be used for storage as long as the equipment and materials are completely enclosed within the structure and are not visible.

Are or will there be other businesses operating from this address? **Yes** _____ **No** _____

Does the home have a fire and/or intrusion alarm? **Yes** _____ **No** _____

Note: If yes, must complete an Alarm User Registration application.

Section 2-1-A-1 BUSINESS LICENSE TAX OR FEE REQUIRED

Unless otherwise provided in this Title, no person, either as principal officer, agent, servant or employee, shall conduct, pursue, carry on or operate in the City any business, trade, occupation or profession or render or furnish any service without first making application to the City for a License and the occupational tax set forth in Section 2-12-A-1 and/or the occupational fee adopted by ordinance, resolution, or as otherwise permitted.

Section 4-1-B-24-F-8 HOME OCCUPATIONS

These home occupation standards are intended to permit the establishment of certain incidental and accessory home occupation uses in residential neighborhoods under conditions that will ensure their compatibility with the residential character of the neighborhood. They are intended to permit residents to engage in home occupations that are compatible with residential land uses and to ensure that home occupations do not adversely affect the integrity of residential areas.

Contractor Licensing

To be licensed in Lenexa, contractors 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.

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 or e-mail your Business License application to us and we will contact you for your credit card information or, if you prefer, call our Customer Service staff with your credit card information.

I hereby affirm the above statements are true and correct. I have read Lenexa's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of this permit/license.

Date: _____ Applicant Signature: _____

FOR OFFICE USE ONLY

Approved Denied per Unified Development Code Section _____

Date: _____ By: _____

Stipulations of approval:

- 1) Must maintain a current City of Lenexa business license.
- 2) The home based business cannot be housed in an accessory structure/garage.
- 3) There can be no exterior evidence of the business, except for one non-illuminated, one sq. ft. sign of compatible color mounted on or next to the building entrance.
- 4) A home occupation may operate only between the hours of 6:00 A.M. and 9:00 P.M.
- 5) The operator must reside on the premises in which the home occupation takes place.
- 6) No more than 1 other person shall be engaged in the home occupation other than the residents.

License Effective Date FROM _____ TO _____ Fee: _____

Cash _____ CC _____ CK # _____ Receipt # _____

Business License Number _____