

## VEHICLES

Vehicles used by you and employees are not allowed to be parked in the street during business hours.

You are not allowed to park a commercial vehicle at your residence. Commercial vehicles include those vehicles larger than 24-feet in length, 8-feet in width, or any vehicle licensed as a truck with a registered weight capacity of more than 16,000 pounds or designed to transport 16 or more people. Flatbed trucks, dump trucks, tow trucks, cement mixers or utility wreckers are considered commercial vehicles regardless of their registered weight or size.

## THE BUSINESS LICENSE

### To obtain a license:

1. Complete an Business License application form. Forms are available from the Community Development Department at City Hall;
2. Obtain the signature of a City Planner indicating the type of business you will be conducting is appropriate for your residence and that the City's sign regulations related to your home business have been explained to you. The Planning Department is also located at City Hall;
3. Pay the licensing fee in the Community Development Department.

## COST

The licensing year runs from October 1 to September 30. The cost of the license depends upon the type of business and is pro-rated throughout the licensing year. Generally, a license for a home business is \$50. Contractors licenses are \$125, professionals such as accountants and engineers are \$100 per year. For the exact cost, contact the Community Development Department at City Hall, 742-6247.

## CHAMBER OF COMMERCE

The Shawnee Chamber of Commerce is located in the Central Bank of the Midwest, near the southwest corner of Shawnee Mission Parkway and Lackman at 15100 W. 67<sup>th</sup> Street, Suite 202. The telephone and fax numbers are 631-6545 and 631-9628. Visit their website at [www.shawneeschamber.com](http://www.shawneeschamber.com).

## OTHER QUESTIONS

Should you have questions or require additional information, contact the Community Development Department at 742-6247.

Welcome to Shawnee and good luck with your business!



*This brochure is a summary of City ordinances related to operating a home business in the City. Complete copies of these ordinances are available at City Hall from the Community Development Department.*

# Licensing a Home Business

SHAWNEE



## **LICENSING**

Home businesses are permitted in single family residences with an Business License issued by the Community Development Department. Some home businesses are permitted in multi-family dwellings when the business utilizes a Shawnee post office box and obtains approval from the Planning Department.

Home businesses may include the following:

- A. Professional office of an accountant, architect, author, contractor, engineer, computer consultant or other similar professional person;
- B. Custom dressmaking, millinery, tailoring, sewing of fabrics for custom apparel and custom home furnishings;
- C. Fabrication and/or assembly of handi-craft articles, not involving heating, refining, chemical or similar processes;
- D. Laundering or pressing;
- E. Teaching or tutoring, including music, dancing, speech or arts, with instruction limited to five pupils at a time;
- F. Day care limited to six children including the owner's own children, under the age of sixteen (16).

## **DAY CARE**

Additional regulations apply to home day care businesses. For more information, contact the Community Development Department at City Hall, 742-6014.

## **PROHIBITED BUSINESSES**

Retail sales to customers on the premises of a home business are strictly prohibited by ordinance. In addition, the following types of home businesses are prohibited by City ordinance:

- A. Commercial repairing of automobiles, equipment or similar items;
- B. Commercial stables or kennels;
- C. Veterinary surgeon;
- D. Animal grooming;
- E. Barber or beauty shops; and,
- F. Medical, dental osteopathic or chiropractic offices.

## **SPECIAL USE PERMITS**

Home day care for more than six children are permitted by ordinance, but require a special use permit approved by the Planning Commission and the City Council. The special use permit requires a \$100 application fee in addition to the licensing fee, a certificate of ownership from a certified title company for your property and all property owners within 200 feet of your property and 18 copies of your site plan. For additional information about special use permits, contact the Planning Department at City Hall, 742-6011.

## **SALES TAX**

Many businesses are required to have a sales tax number. If you do not have one or are not sure that you should have one, please contact the Kansas State Sales Tax Office at 1-785-368-8222 prompt 5 then 1.

## **OTHER RULES AND REGULATIONS**

1. Your home business may employ one person up to 40 hours per week or multiple employees who work a total of 40 hours per week. For example, you may have four employees who each work 10 hours per week. Residents and employees involved in the business must be parked in the driveway and are prohibited from parking in the street during business hours. A business may have other employees that do not report to the residence.
2. Employee hours are limited to the hours between 8:00 a.m. and 7:00 p.m.
3. To preserve the integrity of residential neighborhoods, sales to customers at your home are prohibited.
4. Your home occupation should not occupy more than 25% of the total floor area of your home, not including the garage or unimproved basement. These limitations do not apply to foster family care.
5. You may not make internal or external alterations or use construction features or mechanical equipment not customary in homes.
6. The entrance to your home business should be from within your home. You may not have a separate entrance.
7. Power sources are limited to electric motors with a total limitation of three horsepower per dwelling unit.