

HEALTH REGULATIONS

The Johnson County Health Department enforces the Sanitary Code as it applies to restaurants and other businesses subject to regulation. To schedule an inspection or for additional information, please call the Johnson County Health Department at (913) 715-6900. It is located at 11811 S. Sunset Drive in Olathe, but you should call for an appointment.

BEER/ALCOHOL

If you are opening a restaurant or bar and you want to serve alcohol, you must have a state license. The City fee for operating a Drinking Establishment is \$500 bi-annually. Additional information is available from the State of Kansas, Department of Revenue, Alcoholic Beverage Control Division in Topeka, 1-785-296-7015.

COMMERCIAL DAY CARE

In order to operate a commercial day care in the City of Shawnee, you must be licensed by the State of Kansas. Application can be made through the Child Care Facilities Program at the Johnson County Health Department, (913) 477-8366.



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. Use prompts 5 & 1.

CHAMBER OF COMMERCE

The Shawnee Chamber of Commerce is located at 15100 W. 67 St., Suite 202. The telephone number is 631-6545 and the fax number is 631-9628.

KANSAS BUSINESS CENTER

The state of Kansas has a central resource on-line for anyone starting a new business or just looking for information about business in Kansas. Go to www.accesskansas.org and click on “Operating a Business” to access this information.

OTHER QUESTIONS

Should you have questions or require additional information, please contact the Community Development Department, (913) 742-6247 or visit our website at www.cityofshawnee.org.

Welcome to Shawnee and good luck with your business!

NEW BUSINESS GUIDE

SHAWNEE

WELCOME TO SHAWNEE!

We are very pleased that you have decided to conduct business in the City of Shawnee. This guide was designed to help you through the licensing process. Should you have questions about any of the material in this brochure, please feel free to contact the Community Development Department (913) 742-6247. Good luck!

THE LOCATION

If you plan to locate your business in the City of Shawnee, you must have the approval of the Planning Department. A City Planner will check to see if the zoning is appropriate for the type of business you plan to open or if a site plan is required. All businesses locating in the City of Shawnee must do this, even if locating to a site that already is an existing business. If you are building a new building, a City Planner will verify that your site development meets City requirements. For additional information about site plan requirements and zoning, please contact the Planning Department at City Hall, (913) 742-6011. If this is a home business please refer to the "Licensing a Home Business" brochure or contact the Community Development Department (913) 742-6247.

SIGNS

To erect any sign at a commercial location, you must have a sign permit. Once again, the Planning Department is responsible for enforcement of sign regulations and issuing sign permits. For additional information about sign requirements, please contact the Planning Department, (913) 742-6011.

BUILDING INSPECTION

All new businesses located in the City must have a Certificate of Occupancy before opening. A Certificate of Occupancy costs \$5.00 and is issued by the City Clerk's office after a business is inspected and approved by a Building Inspector. Even if you do not do any construction, remodeling or make any changes to the space in which you plan to locate, you still must have a building inspection to obtain a Certificate of Occupancy. You may schedule your building inspection through the Codes Administration Division (913) 742-6010.

FIRE INSPECTION

The City of Shawnee advocates fire prevention. In support of this, all new businesses located in the City must have a fire inspection before opening. Even if you do not do any construction, remodeling, or make any changes to the space in which you plan to locate, you must still have a fire inspection. This serves two purposes: Firefighters can offer preventative suggestions and also familiarize themselves with your business in case they have to extinguish a fire. The Community Development Department cannot issue a Certificate of Occupancy until your business has been inspected and approved by the Fire Department. You may schedule your fire inspection through the Fire Department at 631-1080.



OPERATING VS LOCATING IN SHAWNEE

Businesses operating in the City, but not located in the City of Shawnee are not required to obtain the signature of a Planner. You are also not required to have a building inspection or fire inspection. You are only required to obtain an Business License.



BUSINESS LICENSE

All businesses operating in the City are required to have an Business License. After you have your building inspection, fire inspection, and the City Planning Department has signed off on your zoning (if required), you can apply for and obtain your Business License. Applications are available from the Community Development Department at City Hall. The licensing year runs from October 1 to September 30. The cost of the license depends upon the type of business and is discounted based on the amount of time remaining in the licensing year. The cost for an Business License for a retail business is based on square footage and ranges from \$50 to \$1100, depending upon square footage. The City does not issue temporary licenses for those businesses operating for a limited time. For an application and the exact cost, contact the Community Development Department, (913) 742-6247. Failure to obtain a license can result in a fine of up to \$100. Each and every day that a business operates without a license constitutes a separate offense.