



CITY OF SHAWNEE
BUSINESS LICENSE
APPLICATION

Receipt # _____
Check # _____
License Issued _____

Date of Application _____ Effective Date of License _____
Name of Business _____
Type of Business _____ Business Telephone _____
Business Address _____ City/State/Zip Code _____
Mailing Address (If different) _____
FAX _____ E-mail Address _____ Website _____

OWNERSHIP INFORMATION

IF CORPORATION, LIST INFORMATION FOR REGISTERED AGENT IN KANSAS

Last Name _____ First Name _____ Middle Initial _____
Home Address _____ City/State Zip Code _____
Home Telephone _____ Date of Birth _____ Driver's License #/State Issued _____

BUSINESS INFORMATION

TO BE COMPLETED BY BUSINESSES LOCATED IN THE CITY OF SHAWNEE

On-Site Manager Name _____ Telephone _____
Total Applicable Interior Square Footage (calculated on reverse) _____
Total Applicable Exterior Square Footage (calculated on reverse) _____
Number of Employees/Agents working in Shawnee _____
Kansas State Sales Tax # _____ Federal Employee ID # _____

BUSINESS LICENSE FEE

COMPUTE YOUR ANNUAL LICENSE FEE BY REFERRING TO THE SCHEDULE ON THE REVERSE SIDE, AND FILE YOUR APPLICATION WITH YOUR REMITTANCE.
MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF SHAWNEE, AND MAIL TO CITY CLERK, 11110 JOHNSON DRIVE, SHAWNEE, KANSAS 66203.

ANNUAL BUSINESS LICENSE TAX \$ _____
AMOUNT PRO-RATED* \$ _____
AMOUNT DUE/REMITTED \$ _____

*Fees for new businesses are pro-rated for the first year of business. See reverse for calculation method.

I DECLARE UNDER PENALTY OF FALSE STATEMENT THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE STATEMENTS MADE
HEREIN ARE CORRECT AND TRUE.

SIGNATURE _____ TITLE _____

THE FILING OF THIS APPLICATION OR THE GRANTING OF AN BUSINESS LICENSE NEITHER CONFIRMS NOR DENIES THE USE OF
LAND AS REGULATED UNDER THE PROVISIONS OF THE MUNICIPAL ZONING CODE.

BUSINESS LICENSE FEE SCHEDULE
Effective 07/01/94

The City of Shawnee licensing year runs from October 1 to September 30. The cost of a license depends upon the type of business and is pro-rated throughout the licensing year. Please refer to the categories below to identify the fee. To determine the fee due for the first year, divide the annual fee by 12. Multiply by number of months or fraction thereof remaining until October 1. Contact the City Clerk's Office at (913) 742-6014 if you have questions.

Example: \$50 fee for entire year. Business begins operation on May 15. There are 5 months remaining in licensing year. \$50 divided by 12 = \$4.17. \$4.17 multiplied by 5 months remaining equal to \$20.85. Total due for business operating from May 15 to September 30 is \$20.85.

License Type	License Description	License Detail	License Fee
AN	Automobile Dealers - New Cars	All new automobile dealers	\$400
AU	Automobile Dealers - Used Cars	All used automobile dealers	\$225
BK	Banks	Banks and detached ATMs	\$300 per location + \$100 per detached ATM
BS	Barbers and Beauty Shops	Barber/Beauty Shops and operators	\$50 + \$10 per operator over one
CO	Contractors	General, Electrical, Plumbing, Handyman, Remodeling, etc.	\$125
CU	Credit Union	Small loan, finance and investment companies, credit unions and mortgage companies	\$150 per location
FU	Funeral Home	Funeral Home	\$275
GN	Greenhouses and Nurseries	Greenhouses and Nurseries	\$75
HS	Hospitals and Nursing Homes	Hospitals and Nursing Homes	\$100
IN	Insurance Agents and Brokers	Insurance Agents and Brokers	\$75 per firm + \$10 per agent over one
MO	Motels/Hotels	Rental Rooms Only	\$5 per room
	<i>Shops, banquet, conference and ballroom facilities which are part of motel/hotel operation are considered individual businesses and are taxed individually on square footage basis as RT-Retail. Restaurants which are part of motel/hotel operation are considered individual businesses and are taxed individually as Restaurants-RS based on the number of employees working in the restaurant.</i>		
MV	Movies and Theaters	In-door and out-door	\$100 per complex + \$25 per viewing screen
NU	Nursery School/Day Cares	Nursery School/Day Cares	\$40
PH	Photographers and Auctioneers	Photographers and Auctioneers	\$75
PR	Professionals	Engineers, Architects, Accountants, Doctors, Medical	\$100
RS	Restaurants and Drive-Ins	Restaurants, Drive-ins, Fast Food	\$100 for 1-14 employees \$250 for 14 or more employees
RA	Radio Antenna Tower	Communication Towers (Commercial)	\$200
RE	Real Estate Offices	Real Estate Offices and Agents	\$100 per firm + \$10 per agent over one
RFDR	Recreation Facility-Driving Range	Golf Driving Range	\$75
RFG	Recreation Facility-Golf Course	Golf Course	\$150
RFMG	Recreation Facility-Mini Golf	Miniature Golf	\$75
RFS	Recreation Facility-Skating	Skating Rink (Roller or Ice)	\$150
SS	Service Station	Gas Station and/or Convenience Stores	\$75 - selling gas, oil, supplies, etc. +\$30 - grocery store operation +\$30 - rental operation (all rentals)
SV	Savings and Loan	Savings and Loans Associations	\$250 per location
SY	Storage Yard	Storage Yard (not storage buildings)	\$100
TT	Tree Trimming	Tree Trimming Companies	\$125
TX	Taxicab and Bus Companies	Transportation companies	\$100

MN Manufacturing, printing, wholesaling, firms generally All firms primarily in manufacturing, printing, wholesaling, garages, car washes, office buildings occupied by a single business, and businesses engaged primarily in renting and leasing. Fee based on interior square footage without regard to use in addition to exterior square footage used for display, sales and storage area.

Interior Square Footage _____ + Applicable Exterior Square Footage _____ = Total to Calculate Fee _____

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0 - 2,999	\$60	12,000 - 13,999	\$225	24,000 - 24,999	\$400	40,000 - 59,999	\$600
3,000 - 4,999	\$100	14,000 - 15,999	\$250	25,000 - 26,999	\$425	60,000 - 79,999	\$650
5,000 - 6,999	\$120	16,000 - 16,999	\$275	27,000 - 28,999	\$450	80,000 - 99,999	\$700
7,000 - 7,999	\$135	17,000 - 18,999	\$300	29,000 - 29,999	\$475	100,000 +	\$750
8,000 - 8,999	\$150	19,000 - 20,999	\$325	30,000 - 31,999	\$500		
9,000 - 9,999	\$175	21,000 - 21,999	\$350	32,000 - 34,999	\$525		
10,000 - 11,999	\$200	22,000 - 23,999	\$375	35,000 - 39,999	\$550		

RT Retail Sales 1. Selling groceries, clothing, hardware, notions, furniture, home furnishings, services, paint, drugs, recreation, crafts, and all calling trades, and businesses not set out elsewhere. 2. Retail stores which hold themselves out to the public as a single business entity, but which in fact are partly or wholly operated on the basis of leased departments therein, shall pay an occupational tax for one business to include the square footage of the leased departments; provided, that leased departments which have a private individual exterior entrance, and which have no entrance into such retail stores, even though under a common roof with such retail stores, shall pay an occupational tax as a separate business. Fee based on interior square footage of main floor without regard to use in addition to ½ interior square footage of basement or additional floors open in whole or part to public and ½ exterior square footage used for display, sales and storage area.

Interior Square Footage (1) _____ + ½ Interior Square Footage (2) _____ + Applicable Exterior Square Footage _____ = Total to Calculate Fee _____

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0 - 499	\$50	5,000 - 5,999	\$200	11,000 - 19,999	\$600	60,000 - 79,999	\$650
500 - 999	\$60	6,000 - 6,999	\$250	20,000 - 29,999	\$700	80,000 - 99,999	\$700
1,000 - 1,999	\$75	7,000 - 7,999	\$300	30,000 - 34,999	\$800	100,000 +	\$750
2,000 - 2,999	\$100	8,000 - 8,999	\$350	40,000 - 59,999	\$600		
3,000 - 3,999	\$125	9,000 - 9,999	\$400	60,000 - 79,999	\$650		
4,000 - 4,999	\$150	10,000 - 10,999	\$500	80,000 - 99,999	\$700		

PS Pawn Shops Tax computed on interior square footage occupied by business without regard to use.

Interior Square Footage _____ = Total to Calculate Fee _____

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0 - 999	\$100	3,000 - 3,999	\$250	6,000 - 6,999	\$400	9,000 - 9,999	\$550
1,000 - 1,999	\$150	4,000 - 4,999	\$300	7,000 - 7,999	\$450	10,000 +	\$600
2,000 - 2,999	\$200	5,000 - 5,999	\$350	8,000 - 8,999	\$500		

PSR Pawn Regulatory + \$25 for pawn shop regulatory
PMR Precious Metal Dealer Accessory + \$100 for precious metal dealer regulatory
PSA Auto Pawn Accessory + \$225 if selling used autos



Emergency Contact Information

Sometimes it may be necessary for the Police Department to contact authorized personnel of your business after normal business hours. Please list at least two (2) persons that can be contacted by the Police Department, should it become necessary. They should have door keys and be able to respond to assist officers if needed.

Name of Business: _____

Business Address: _____

Business Telephone: _____

First Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Second Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Third Contact Name: _____

Residence Telephone: _____

Pager/Cell Number: _____

Do you have an alarm system? Yes No

If yes, what type? Robbery Burglary

Alarm Company Name: _____

Alarm Company Telephone: _____

Date: _____ Signature: _____

If you would prefer future update requests via your business e-mail, please supply your e-mail address: _____

Print this form, complete the information and return it to the City Clerk's office at City Hall.

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Shawnee, Kansas 66203
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www.GoodStartsHere.org