

Business Licensing



General Information for Establishing or Conducting Business in the City of Lenexa

- ✓ A fee-based **Business License** must be obtained from the City of Lenexa for any entity doing business or providing service within the City of Lenexa. This application can be mailed or faxed to you or downloaded at www.ci.lenexa.ks.us.
- ✓ Licenses are issued for the calendar year. Renewals are mailed in November for the following year and are due on or before January 1.
- ✓ The license fees depend on the type of business. This fee is prorated monthly on a calendar year. Call (913) 477-7500 to talk to a Customer Service Representative about fees.
- ✓ Any Lenexa resident operating a business from their residence also needs to obtain a **Home Based Business Zoning Permit**. There is no charge for the zoning permit and the application can be mailed or faxed to you or downloaded at www.ci.lenexa.ks.us. If you have a home based **Child Day Care**, you will also need to call (913) 894-2525 to obtain a State license prior to applying for your City license.
- ✓ All businesses occupying commercial space must have a **Certificate of Occupancy**. There is a \$100.00 one-time fee and the application can be mailed or faxed to you or downloaded at www.ci.lenexa.ks.us.
- ✓ **Building permits** are required for construction. Call Customer Service at (913) 477-7500 to find out if your project will require a building permit.
- ✓ For **signs**, both permanent and temporary, a sign permit is required.
- ✓ For **special events** (any business or organization planning an outdoor sale, gathering, etc.) a Special Event Permit must be obtained. Call Customer Service at (913) 477-7500 for details.
- ✓ Any business or residence that has an **intrusion and/or fire alarm** (not smoke alarms) must register the alarm with the City of Lenexa. The fee is \$15.00 annually and the form can be mailed or faxed to you or downloaded at www.ci.lenexa.ks.us.

Liquor License Requirements:

- ✓ For **Cereal Malt Beverage License** applications call City Hall at (913) 477-7500.
- ✓ For a **Drinking Establishment License** call the Department of Alcohol Beverage Control in Topeka at (785) 296-7015. A **Lenexa Liquor License** must also be obtained. Call City Hall for details at (913) 477-7500.

Johnson County Requirements:

For restaurant health inspections call **Johnson County Environmental** at (913) 715-6900.

Other Helpful Numbers:

Lenexa Chamber of Commerce (913) 888-1414. The office is located at 11180 Lackman Road, Lenexa, KS 66219.

Kansas Department of Revenue (785) 368-8222.

Kansas Secretary of State (785) 296-4564.

Internal Revenue Service for employers I.D. number form SS4 and Social Security withholding tax form 941 call 1-(800)-TAX FORM.

Kansas has no state requirement for sole proprietorship fictitious name registration. Kansas does have trademark registration for firms wishing to protect company names and logos. To protect your trademark or logo nationally, register through the **U.S. Patent and Trademark Office** at (571) 272-1000.

FOR MORE INFORMATION
City of Lenexa
Department of Community Development
12350 W 87th Street Pkwy
Lenexa, Kansas 66215
913/477-7500 / (FAX) 913/477-7730
www.ci.lenexa.ks.us

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