

WELCOME TO LANSING!

We are pleased you chose the City of Lansing for your business location. This brochure should help you through the licensing and inspection process. If you have any questions about the material in this brochure, please call the Administration Department at 913-727-3036 for licensing questions, or for questions about your business location or inspections, contact Community Development at 913-727-2400.

YOUR BUSINESS LOCATION

If you choose to locate your business in the City of Lansing, you must receive approval from Planning and Zoning. An inspector will check to see if the zoning is appropriate for the type of business you plan to operate or if a site plan is required. All businesses must complete this process even if you plan to locate to a site that is already an existing business. If you are building a new location, the Community Development Division will verify that your site development plan meets City requirements. For additional information regarding location, planning, and zoning, please contact 913-727-2400.

SIGN PERMIT

To put up a sign at a commercial location, you must have a sign permit. The Lansing Community Development Division is responsible for the enforcement of sign regulations and issuance of sign permits. For additional information regarding sign requirements, please contact 913-727-2400.

HEALTH REGULATIONS

The City of Lansing works in conjunction with the Kansas Department of Agriculture in permitting new businesses that pertain to restaurants or establishments with retail and food service. For more information and requirements, please contact the Community Development Division at 913-727-2400 or KDA at 785-296-7430 or www.ksda.gov.

Please contact the Administration Department at 913-727-3036 for the following License Types:

- ◆ Adult Retail Business
 - ◇ Business License
 - ◇ Manager's License
 - ◇ Employee License
 - ◇ Independent Contractor License
- ◆ Alcoholic Beverages
 - ◇ Cereal Malt Beverage Retailer
 - ◇ Drinking Establishment
 - ◇ Private Club
 - ◇ Retail Liquor
- ◆ Arborist
 - ◇ Initial License
 - ◇ Renewal
 - ◇ Dead Tree Removal Only
- ◆ Auction
 - ◆ Bath House/Massage Establishment
 - ◇ Business License
 - ◇ Employee License
 - ◆ Carnivals & Circuses
 - ◆ Fireworks Retail Sale
 - ◆ Food Establishment
 - ◆ General Business License
 - ◆ Ice Cream Vendor Permits
 - ◆ Kennel License
 - ◆ Pawnbroker License
 - ◆ Solid Waste Disposal
 - ◆ Special Event Permits
 - ◆ Transient Vendor Permits
 - ◆ Value Property Dealer

Please contact the Public Works Department at 913-727-2400 for the following License Types and Permits:

- ◆ Building Permits
 - ◇ Commercial
 - ◇ Remodeling
 - ◇ Single or Multi-Family
- ◆ Fence Permits
- ◆ Demolition Permits
- ◆ Electrical Permits
- ◆ Plumbing Permits
- ◆ Mechanical Permits
- ◆ Sign Permits
- ◆ Right-of-Way Permits
- ◆ Conditional Use Permits
- ◆ Occupancy Permits
- ◆ Contractor Licenses
 - ◇ Electrical
 - ◇ Plumbing
 - ◇ Mechanical



800 First Terrace
Lansing, KS 66043
913-727-3036
www.lansing.ks.us

City of Lansing

New Business Guide



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HELPFUL RESOURCES

BUSINESS LICENSING

All businesses located in the City require a license. You may apply for a license after your inspection process. Fees and licensing periods vary depending on the type of business. For more information or to obtain an application, please contact the City Clerk's Office in City Hall, located at 800 First Terrace in Lansing or call 913-727-3036.

BUILDING INSPECTION

Commercial projects must be submitted through the Community Development Division. The requirements for commercial construction can be obtained by contacting 913-727-2400 or by visiting the website at www.lansing.ks.us. Building inspections require 24 hour advance notice and will be based on availability and order in which received. The current inspections are based on local codes, the 2003 International Codes, and the 2002 National Electrical Code.

COMMERCIAL DAY CARE

All commercial day care or day cares caring for more than six (6) unrelated children must pass state and local inspections and are mandated by local and state codes. On a local level, all day cares meeting these conditions must also have a conditional use permit which must have Planning Commission and City Council approval. If approved, Conditional Use Permits are valid for a five year period. Applications for conditional use may be obtained by contacting the Community Development Division at 913-727-2400.

CEREAL MALT BEVERAGES/LIQUOR

If your business sells cereal malt beverages, you must obtain a license from the City Clerk. You may download a license application from the Kansas Department of Revenue at www.ksrevenue.org/cmb. If your business sells liquor, you must first obtain a license from the Kansas Department of Revenue, Alcohol Beverage Control at www.ksrevenue.org or 785-296-7015. After obtaining your state license, you must apply for a City license from the City Clerk. Fees vary depending on the type of license.

ECONOMIC DEVELOPMENT

Contact the Lansing Economic Development Department for any assistance your business may need. The Department of Economic Development plays a variety of roles within city government and the local community. The Department works with local businesses to aid in their growth and expansion and also promotes economic growth by attracting new businesses. The city of Lansing has adopted an "Economic Development Incentive Policy" to promote this process. Contact 913-727-5488 or visit www.lansing.ks.us for more information.

KANSAS BUSINESS CENTER

Please visit the Kansas Business Center website if you are considering starting a business or simply need assistance in monitoring the annual requirements to ensure your business will thrive. The Kansas Business Center is a one-stop-shop for the information and resources you'll need in order to do business in Kansas. This site includes information on financing, licensing, permitting and various legal options. Please visit www.accesskansas.org and click on "Operating a Business" for more information.

KANSAS SMALL BUSINESS DEVELOPMENT CENTER

The KSBDC Network provides entrepreneurs and small business owners with knowledge, tools, and resources to enhance their success. The KSBDC helps them identify their business needs and guide them toward opportunities and solutions. Please visit www.business.ku.edu/kusbdc/ or contact (785) 843-8844 for more information.

CHAMBER OF COMMERCE

The Lansing-Leavenworth Chamber of Commerce represents over 500 businesses in the area. The Chamber of Commerce is located at 518 Shawnee Street in Leavenworth. Please contact 913-682-4112 for more information or visit www.llchamber.com

DEPARTMENT OF REVENUE

Please visit the Kansas Department of Revenue website for assistance with sales tax information, withholding tax, tax credits, and many other items relating to the operation of your business in the state of Kansas - www.ksrevenue.org/business.htm

WORKFORCE PARTNERSHIP

With a network of career centers in Johnson, Leavenworth, and Wyandotte Counties, Workforce Partnership is committed to building a workforce development system that meets the needs of both job seekers and employers throughout the Kansas City area. The Workforce Partnership offers a wide range of employer solutions in the areas of: hiring and recruiting, training, retention and expansion to businesses of all sizes.

SALES TAX INFORMATION

Most business operating in the state of Kansas are required to have a sales tax number. For more information, please contact the Kansas Department of Revenue at (785) 368-8222 or visit www.ksrevenue.org for more information. The total sales tax rate is 8.3%: 6.3% state of Kansas, 1% Special City/County, and 1% City.