



NAICS Code \_\_\_\_\_

## Business License Application

Date of Application \_\_\_\_\_ Type of Business \_\_\_\_\_  
Name of Business \_\_\_\_\_  
Business Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

### OWNERSHIP INFORMATION

If Corporation, List Information For Registered Agent

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Home/Cell Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_ DL/State Issued \_\_\_\_\_

### BUSINESS INFORMATION

To Be Completed By Business Located in Shawnee

On-Sight Manager Name \_\_\_\_\_ Cell 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:

**Community Development**

**11110 Johnson Drive, Shawnee, KS, 66203**

You may also email your application to [mcrissman@cityofshawnee.org](mailto:mcrissman@cityofshawnee.org)

We will then call you and take a credit card over the phone

**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 a business license neither confirms nor denies the use of land as regulated under the provisions of the Municipal Zoning Code.*

06/2023