



Agritourism Destination Licensing Guide

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture businesses to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas agritourism destination. In addition to license requirements by KDA, other Kansas agencies, as well as local or federal government agencies, may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful agritourism destination in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State https://sos.ks.gov/	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call (785) 296-4564 for more information.	Prior to starting
	Department of Revenue www.ksrevenue.org	Visit the Department of Revenue website to find important business tax information . Call (785) 368-8222 for more information. For complete regulations about liquor sales, contact the Alcoholic Beverage Control .	Prior to starting
	Kansas Tourism Kansas Department of Commerce www.travelks.com	Register the agritourism destination with Kansas Tourism when the agritourism business is ready to launch. Registration is voluntary; however, benefits of registration include assistance in promotion of the agritourism operation and limited liability protection with posted signage through the Agritourism Promotion Act. For more information, visit the Kansas Agritourism website or call (785) 296-7198.	Renewal every 5 years
	Department of Agriculture — Food Safety and Lodging www.agriculture.ks.gov	Food safety licenses may be required if the agritourism destination will be producing or serving food to guests. Lodging licenses may also be required if the business will be hosting overnight guests. To determine specific licensing requirements for your business, contact the Food Safety and Lodging Program at (785) 564-6767 or KDA.FSL@ks.gov .	Prior to opening, Annual renewal March 31
	Department of Agriculture — Weights and Measures www.agriculture.ks.gov	No license is needed from Weights and Measures. Any business with a weighing or measuring device (e.g. scales, fertilizer meters, oil meters, measuring tapes, electric car chargers, taxi meters, etc.) must hire a licensed service company to inspect and test devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction. Examples include scales at grocery stores, yogurt shops, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters used at a car service center to add oil to your engine, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the Weights and Measures Program webpage or call 7(85) 564-6681	Annual service
	Department of Health and Environment — Bureau of Water, Public Water Supply and Geology & Well Technology Section www.kdheks.gov	If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the KDHE Public Water Supply Section at (785) 296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells serving public water supplies. Contact the KDHE Geology & Well Technology Section at (785) 296-3565 for more information.	Prior to construction



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	Kansas Department of Labor (KDOL) www.dol.ks.gov	As of July 1, 2017, the Kansas Amusement Ride Law requires amusement ride owners to register with the Kansas Department of Labor (KDOL) annually and requires all owners and operators to apply for an annual permit in order to operate amusement rides in the state. New regulations apply to amusement rides, including certain water slides and inflatable devices. Tractor-operated wagons, hayrack rides and horse-drawn wagons and carriages are not included. For questions, contact the KDOL Industrial Safety and Health division at (785) 296-4386 or KDOL.amusements@ks.gov .	Prior to starting, Annual renewal
	U.S. Department of the Treasury — Alcohol and Tobacco Tax and Trade Bureau (TTB) www.ttb.gov	Retail beverage alcohol dealers are required under federal law to complete the Alcohol Dealer Registration . Consult the TTB website for more information or to apply online .	Prior to opening
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section www.kdheks.gov	Entities operating their own fuel tanks may be required to register with the Kansas Department of Health and Environment (KDHE). Review information about aboveground storage tanks (AST) and underground storage tanks (UST). Review the KDHE Storage Tank Section website for further information, or call (785) 296-1678 for permitting information. The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control .	Prior to installing tanks, Annual Renewal August 1
	Department of Health and Environment — Bureau of Water, Municipal Program Section www.kdheks.gov	If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at (785) 296-5527 for construction and permitting requirements.	Prior to construction

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.