

# Farm or Ranch 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 farm or ranch. 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 agricultural farm or ranch in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="https://sos.ks.gov/">https://sos.ks.gov/</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call (785) 296-4564 for more information.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call (785) 368-8222 for more information.	Prior to starting
	Department of Agriculture — Weights and Measures <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	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 <a href="#">licensed service company</a> 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 <a href="#">Weights and Measures Program</a> webpage or call (785) 564-6681.	Annual service
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Feedlots and dairies with a one-time capacity of more than 1,000 head must submit the <a href="#">Cattle Feedlot Application</a> . Swine, sheep and goat feedlots with more than 1,000 animal units must submit the <a href="#">Swine, Sheep and Goat Feedlot Application</a> . For a multiple herd source livestock genetic sale or any other occasion sale of livestock, submit the <a href="#">Occasional Sales Application</a> . If a registered brand is desired, visit the <a href="#">Animal Health Brands Program</a> webpage or call (785) 564-6609 to determine brand availability or to apply for a brand.  Interstate shipment of livestock requires a certificate of veterinary inspection or other documentation. Consult the Division of Animal Health <a href="#">Import and Export Regulations</a> for a complete list of requirements or call (785) 564-6601. Before exporting livestock from Kansas, contact the state of destination for their livestock import requirements. Testing for specific diseases may be required for some species. For a list of each state's livestock import requirements, visit <a href="http://www.interstatelivestock.com">www.interstatelivestock.com</a> . For more information, visit the <a href="#">Division of Animal Health</a> webpage or call (785) 564-6601.	Prior to October 1, April 1 for Brands  — Prior to shipment of livestock
	Department of Agriculture — Division of Water Resources <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The state of Kansas requires a permit for the beneficial use of water, except for water solely used for domestic purposes. "Domestic purposes" is defined as the use of water by any person or by a family unit or household for household purposes, or for the watering of livestock (less than 1,000 head), poultry, farm and domestic animals used in operating a farm, and for the irrigation of lands not exceeding a total of two acres in area for the growing of gardens, orchards and lawns. Review the <a href="#">Kansas Water Law Basics</a> .  Visit the <a href="#">Water Appropriation Forms</a> webpage and complete the appropriate forms. For more information on water use, visit the <a href="#">Division of Water Resources</a> webpage or call (785) 564-6640.	Yearly report of water use, March 1

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	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Non-commercial application of restricted use pesticides for agricultural production requires a Private Certified Pesticide Applicator certification by passing an open-book exam. Contact the <a href="#">local extension office</a> for more information.  A <a href="#">Chemigation User's Permit</a> is required for the application of pesticide, fertilizer or effluent by blending with fresh water through an irrigation system. To receive a Chemigation User's Permit, each applicant for a permit must be a Certified Chemigation Equipment Operator (CEO) or employ at least one individual currently certified as a Chemigation Equipment Operator. CEO certification is valid for five years. Pesticide products and commercial fertilizers must be registered with KDA to be legally applied in Kansas. For more information, review the <a href="#">Chemigation</a> webpage or call (785) 564-6688.	Prior to applying pesticide — Prior to chemigating,  Annual renewal January 1
	Department of Health and Environment — Bureau of Water, Livestock Waste Management Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Any facility that confines 300 animal units or more must <a href="#">register</a> with the Kansas Department of Health and Environment (KDHE). Animal units can be calculated on the registration form. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Additional requirements may exist if a facility of any size is considering composting. For more information, contact <a href="#">Livestock Waste Management</a> at (785) 296-6432.	Prior to construction
	Department of Health and Environment — Bureau of Water, Industrial Program Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	An <a href="#">NPDES Construction Stormwater Permit</a> is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). For more information, visit the <a href="#">KDHE Industrial Programs</a> website or call (785) 296-5549.	Prior to construction
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	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 <a href="#">KDHE Storage Tank Section</a> website for further information, or call (785) 296-1678 for permitting information.  The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has <a href="#">AST program highlights and registration requirements</a> in addition to <a href="#">assistance with UST inventory control</a> .	Prior to installing tanks,  Annual renewal August 1
	Department of Health and Environment — Bureau of Air <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">Gasoline dispensing facilities</a> are subject to federal air regulation. A <a href="#">guidance document</a> is available to assist in determining regulatory requirements. Refer to the <a href="#">Standard Construction Permit/Approval for Gasoline Dispensing Facilities</a> if applicable. For more information, review the <a href="#">KDHE Bureau of Air</a> website or call (785) 296-6024.	Prior to dispensing fuel
	Kansas Department of Wildlife and Parks (KDWP) <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Projects that involve public funds or government assistance, require another state or federal permit or potentially affect a current listed species or its critical habitat need an <a href="#">environmental review</a> . Contact KDWP's Ecological Services Section at (620) 672-0720 for more information	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.*

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