



Food Wholesale and Distribution 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 food wholesale and distribution company. 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 food wholesale and distribution company 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.gov	Visit the Department of Revenue website to find important business tax information . Call (785) 368-8222 for more information.	Prior to starting
	Department of Agriculture — Food Safety and Lodging www.agriculture.ks.gov	Complete the Food Processing and Storage License application. Egg distributors and last handlers of eggs should apply for the Egg Distributor or Last Handler license . Both licenses can be found under the Food Safety, Egg, and Lodging Application Forms section. For more information, 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 — Meat and Poultry Inspection www.agriculture.ks.gov	To sell meat and/or poultry products, whether it be wholesale or directly to the end consumer, the product must be fully inspected, labeled properly, and a KDA Meat & Poultry Wholesale license must be obtained prior to any product being sold. However, there are several poultry exemptions from official inspection where the inspection legend is not applied to the finished poultry product. If there are exemptions applied, a license must still be obtained to sell products in Kansas. For information on the seven poultry exemptions, read through the Poultry Exemption Registration Application Submit the Meat and Poultry Inspection Registration application and the Wholesale Supplement form to our office, along with the \$25 registration fee. For a list of wholesale guidelines , please visit the Meat and Poultry Inspection Program webpage or call (785) 564-6776.	Prior to opening, Annual renewal January 1
	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 (785) 564-6681.	Annual service

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	U.S. Food and Drug Administration (FDA) www.fda.org	Owners, operators or agents in charge of domestic or foreign facilities that distribute, manufacture, process, pack or hold food for consumption, including alcoholic beverages, in the United States are required to register the facility with the Food and Drug Administration (FDA). Log in and create an account to register a food facility .	
	United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Perishable Agricultural Commodities Act (PACA) Division www.ams.usda.gov	Any person who buys or sells more than 2,000 pounds of fresh or frozen fruits and vegetables in any given day is required to be licensed under the Perishable Agricultural Commodities Act (PACA). Wholesalers, processors, grocery wholesalers and foodservice firms fit into this category. Additionally, any entity selling at retail is subject to a PACA license once the invoice costs of fresh and frozen fruits and vegetable purchases exceed \$230,000 in a calendar year. For additional information, visit the AMS Perishable Agricultural Commodities Act website or call (800) 495-7222.	Prior to opening

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