

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 grocery or retail store. 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 grocery or retail store in Kansas.

✓	Department	Description	Renewal
	Center for Engagement and Community Development www.ruralgrocery.org	Kansas Rural Grocery Store Initiative partners with organizations to create new models for rural business development and sustainability among grocery stores in rural communities. Contact (785) 532-6868 for more information.	Prior to starting
	Office of the Secretary of State www.kssos.org	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 — Division of Taxation www.ksrevenue.org	<p>Visit the Department of Revenue website to find important business tax information (sales tax, withholding tax, etc.) and to review pertinent information about cigarettes, tobacco products and consumable material.</p> <p>A Retail Dealer Cigarette/E-Cigarette license is required for any business selling cigarettes and/or e-cigarettes over the counter. The license fee is \$25 for each location and is renewed every two calendar years. Complete form CG-109, Application for Cigarette License or CR-16, Kansas Business Tax Application, if applying for multiple tax types.</p> <p>Tobacco retailers are not licensed at this time. Tobacco distributor licenses are \$25 per calendar year.</p> <p>A tax is imposed upon the privilege of selling or dealing in electronic cigarettes. Each distributor of consumable material must apply for a certificate of registration. Complete form EC-1, Application for Consumable Material Tax Registration. Monthly reports must be submitted with the applicable tax payment.</p> <p>All cigarette, tobacco and e-cigarette retailers must register to collect Kansas Retailer's Sales Tax.</p> <p>Contact Cigarette/Tobacco at (785) 368-8222 (option 5, then option 4) or email kdor_cigtob@ks.gov.</p>	<p>Prior to starting</p> <p>— Biannual renewal on even years</p> <p>— Yearly</p>
	Department of Agriculture — Food Safety and Lodging www.agriculture.ks.gov	Complete the Food Establishment License . Specialized processing, like vacuum packaging, requires a variance approval . The Plan Review application is available to assist in planning a new facility. For more information, contact the Food Safety and Lodging Program at (785) 564-6767 or KDA.FSL@ks.gov .	<p>Prior to starting,</p> <p>Annual renewal March 31</p>
	USDA Food and Nutrition Service www.fns.usda.gov	Apply online to accept Supplemental Nutrition Assistance Program (SNAP) benefits at your store or call (877) 823-4369.	Reauthorize every 5 years
	Department of Agriculture — Weights and Measures www.agriculture.ks.gov	Businesses with retail fuel meters (e.g. pumps, dispensers, delivery trucks, hydrants) must hire a service company to install, inspect, test, repair, adjust and certify the meters. The Kansas Department of Agriculture will inspect and test the retail fuel meters every 18 months. For more information, visit the Weights and Measures Program webpage or call (785) 564-6681.	Annual service

✓	Department	Description	Renewal
	Department of Agriculture — Pesticides and Fertilizers www.agriculture.ks.gov	Any retail business (including grocery stores, convenience stores and hardware stores) or person who sells a pesticide to another person for application must complete the Pesticide Dealer Registration and Application . For more information, visit the Pesticide and Fertilizer Program webpage or call (785) 564-6688.	Prior to July 1
	Kansas Department of Revenue — Alcoholic Beverage Control (ABC) www.ksrevenue.org	Kansas law restricts the sale of alcohol in grocery stores to Cereal Malt Beverages (CMB) that are 3.2% alcohol by weight or less. CMB licenses are issued by the local governing authority, the city or county, not by the Alcoholic Beverage Control (ABC). The city or county also collects the \$25 State CMB Stamp fee and affixes it to your license. Information and application forms can be found on the ABC website or you may contact ABC at (785) 296-7015.	Prior to opening
	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
	Kansas State Board of Pharmacy www.pharmacy.ks.gov	Certain applications and forms are necessary to complete for sales on non prescription and prescription drugs. Review the full list of applications and forms or contact (785) 296-4056.	Varies
	Kansas Lottery www.kslottery.com	If selling lottery tickets, complete the Kansas Lottery Application . For more information, view the Kansas Lottery webpage or call (800) 322-5688.	Prior to selling tickets
	Kansas Department of Health and Environment — Bureau of Air www.kdheks.gov	Gasoline dispensing facilities are subject to a federal air regulation. A guidance document is available to assist in determining regulatory requirements. Refer to the Standard Construction Permit/Approval for Gasoline Dispensing Facilities if applicable. For more information, review the KDHE Bureau of Air website or call (785) 296-6024.	Life of facility
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section www.kdheks.gov	For stores selling gasoline there are multiple steps required for 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 .	August 1
	Office of the State Fire Marshal (OFSM) www.firemarshal.ks.gov	Review the forms for aboveground storage tanks and complete the appropriate forms. For more information, contact (785) 296-3401.	Prior to starting

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Manhattan, KS 66502
Phone: (785) 564-6700
Email: ksag@ks.gov
Website: <http://agriculture.ks.gov>

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.



Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products and developing a skilled workforce, among others.

Kansas Department of Agriculture

<p>Agribusiness Development, Domestic & International</p> <p>www.agriculture.ks.gov</p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at Russell.Plaschka@ks.gov or (785) 564-7466. If your business has questions on importing or exporting, contact Suzanne Ryan-Numrich, International Trade Director, at Suzanne.Numrich@ks.gov or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p>www.fromthelandofkansas.com</p>	<p>The <i>From the Land of Kansas</i>TM trademark program's goal is to help businesses that grow, produce, process or manufacture products in Kansas. In addition, the program works with and supports restaurants using Kansas products and retailers selling Kansas products and ingredients. The trademark program helps members promote their Kansas products and provides members with a variety of business development tips and opportunities, including marketing assistance. In addition, the state trademark provides a consistent way to identify Kansas agriculture-based products.</p> <p>Register your business for membership with <i>From the Land of Kansas</i>. For more information, contact Janelle Dobbins, <i>From the Land of Kansas</i> Marketing Manager, at Janelle.Dobbins@ks.gov or call (785) 564-6759.</p>
<p>Agricultural Workforce Development</p> <p>www.agriculture.ks.gov</p>	<p>KDA's Workforce Development can connect you with secondary and post-secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at Russell.Plaschka@ks.gov or (785) 564-7466.</p>

Kansas Department of Commerce

<p>KANSASWORKS</p> <p>www.kansasworks.com</p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call (877) 509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p>www.kansascommerce.gov</p>	<p>The Rural Opportunity Zone program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at (785) 296-3481.</p>

Other Resources

<p>Network Kansas</p> <p>www.networkkanssas.com</p>	<p>Network Kansas works with new and existing businesses to provide a central portal that connects entrepreneurs and small business owners with expertise, education and economic resources. The KSeship mobile application, available in iOS or android, is designed to provide simplified access to resources through connections, classes and capital resources. Call (877) 521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDC)</p> <p>www.kansassbdc.net</p>	<p>The Kansas Small Business Development Center is a network of service centers located throughout Kansas offering business consulting to small businesses. Call (800) 452-6727 for more information.</p>

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Other Resources Continued

<p>Kansas Business Center</p> <p>http://www.kansas.gov/businesscenter</p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call (877) 521-8600 for more details.</p>
<p>K-State Research and Extension</p> <p>www.ksre.ks.edu</p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education. For more information, please call (785) 532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The Kansas Value Added Foods Lab offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and prices, refer to the Fees and Information webpage. For more information, call (785) 532-1668 or email kvaf@ksu.edu.</p> <p>The Meat Science Facility provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab and the Post-Processing Pasteurization Lab. For more information, call (785) 532-1279.</p>
<p>USDA Rural Development</p> <p>www.rd.usda.gov</p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p>newfarmers.usda.gov</p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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