



Lodging Facility 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 lodging facility. 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 lodging facility 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 including transient guest tax and sales tax information. Call (785) 368-8222 for more information.	Prior to starting
	Department of Agriculture — Food Safety and Lodging www.agriculture.ks.gov	All hotels, motels, bed & breakfast homes, lodges, rooming houses and boarding houses must complete the Lodging Establishment Application ; however, exemptions may exist for small bed & breakfast homes. If the lodging facility will be serving food, including complimentary breakfast, the facility may be required to complete the Food Establishment License . The Plan Review application is available to assist in planning a new facility. Contact the Food Safety and Lodging Program at (785) 564-6767 or KDA.FSL@ks.gov for more information and to determine specific exemptions for bed & breakfast homes.	Prior to opening, Annual renewal March 31
	Office of the State Fire Marshal (OSFM) www.firemarshal.ks.gov	The Office of the State Fire Marshal will approve the building for Life Safety Compliance. To determine all requirements please call (785) 296-3401 and ask for the Prevention Division. Submit code footprint for review on buildings that are three or more stories in height, including basements, or more than 12,000 square feet in area prior to construction. Annual inspection on all.	Prior to construction, annually

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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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