



Seed Sales 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 seed sales business. 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 seed sales business 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.	Prior to starting
	Department of Agriculture — Plant Protection and Weed Control www.agriculture.ks.gov	Kansas requires that any persons or entities that sell, offer or expose agricultural seed, including grass seed to register with KDA by completing the Application for Seed Registration . Horticultural seed is excluded from this requirement. Review the Agricultural Seed Program webpage for more information or call (785) 564-6698.	Prior to selling seed
	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
	Kansas Crop Improvement Association (KCIA) www.kscrop.org	Kansas Crop Improvement Association (KCIA) is the official state certification agency for the certification of seeds or other plant parts for the use of plant propagation. For more information, visit the KCIA website or call (785) 532-6118.	
	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, Industrial Program Section www.kdheks.gov	An NPDES Construction Stormwater Permit 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 KDHE Industrial Programs website or call (785) 296-5549.	Prior to construction



Seed Sales Licensing Guide

✓	Department	Description	Renewal
	Department of Health and Environment — Bureau of Water, Public Water Supply and Geology & Well Technology Section www.kdheks.gov	<p>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.</p> <p>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.</p>	Prior to construction
	Department of Health and Environment — Bureau of Water, Municipal Program Section www.kdheks.gov	<p>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 Industrial Programs at (785) 296-5527 for construction and permitting requirements.</p>	Prior to construction
	Department of Health and Environment — Bureau of Air www.kdheks.gov	<p>Gasoline dispensing facilities are subject to 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.</p>	Prior to dispensing fuel

Kansas Department of Agriculture
 1320 Research Park Drive
 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.