



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 sos.ks.gov	Complete the appropriate business entity Licenses and Permits required by the Kansas Secretary of State	Prior to starting
	Department of Revenue www.ksrevenue.gov	Visit the Kansas 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	Restaurants located at lodging facilities must have a Food Establishment License . Application fee and license fee depends on square footage and business practices. To learn more about starting a food business , contact the KDA Food Safety and Lodging Program at 785-564-6767 or KDA.FSL@ks.gov . A business that offers accommodations for 7 or more guests in 3 or more sleeping rooms must have a Lodging Establishment License . Application and license fee depends on the total number of rooms. Please contact the program at 785-564-6767 or KDA.FSL@ks.gov if you have additional questions.	Prior to opening Annual renewal March 31
	Office of the State Fire Marshal (OSFM) www.firemarshal.ks.gov prevention@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 Renew annually

Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
Phone: 785-564-6700
Email: ksag@ks.gov
Website: www.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.