



# Pet Animal Business and Pet Store 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 pet animal business or pet 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 pet animal business or pet store in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://sos.ks.gov">sos.ks.gov</a>	Complete the appropriate business entity <a href="#">Licenses and Permits</a> required by the Kansas Secretary of State.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.gov">www.ksrevenue.gov</a>	Visit the Kansas Department of Revenue website to find important <a href="#">business tax information</a> . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Review the Small Animal Forms under <a href="#">Forms and Applications</a> . There are a wide variety of forms that might be necessary, depending on what services are offered at a Kansas pet animal business. For more information, visit the <a href="#">KDA Division of Animal Health</a> webpage or call 785-564-6605.	Prior to opening Annual renewal October 1
	Department of Agriculture — Dairy and Feed Safety <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Kansas requires that all manufacturers, importers, jobbers, firms, associations, corporations or persons that sell, offer or expose for sale or distribution of commercial feed in Kansas must have a commercial license for each manufacturing facility located in the state. Commercial feed includes feed for livestock, poultry, pets (including pet treats), specialty pets and customer formula feed regardless of package container size or amount. Review the applicable program documents <a href="#">here</a> . Visit the <a href="#">Association of American Feed Control Officials</a> website to learn more about starting a pet food business. Dog and Cat food in packages 10 lbs. or less require a Feed Small Package Product Registration. Specialty pet food in packages one pound or less requires a Feed Specialty Pet Product Registration.  For more information, visit the <a href="#">KDA Dairy and Feed Safety Program</a> webpage or call 785-564-6685.	Prior to selling feed  Annual renewal July 1
	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Any retail business, including pet stores, or person who sells a pesticide to another person for application must complete the <a href="#">Pesticide Dealer Registration</a> .  For more information, review the <a href="#">KDA Pesticide and Fertilizer Program</a> webpage or call 785-564-6688.	Prior to making sales  Annual renewal July 1
	Department of Agriculture — Weights and Measures <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	No license is needed from the KDA Weights and Measures Program. Any business with a weighing or measuring device (e.g., scales, wholesale fuel meters, fertilizer meters, oil meters, grain moisture meters, electric car chargers, milk meters, etc.) must hire a <a href="#">licensed service company</a> to place the device in service with the Kansas Department of Agriculture before the device may be used in commercial transactions. The businesses must hire a licensed service company to inspect and test the commercial 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, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters to dispense propane, vehicle mounted meters for fuel delivery, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the <a href="#">KDA Weights and Measures Program</a> webpage or call 785-564-6681.	Annual service



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	Kansas Department of Health and Environment — Bureau of Air <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Businesses that will utilize an incinerator for the disposal of animals may require a permit from the <a href="#">KDHE Bureau of Air</a> . There is an <a href="#">expedited application form</a> for an animal incinerator. For more information, review the <a href="#">KDHE Bureau of Air</a> website or call 785-296-6024.	Prior to starting construction
	Department of Wildlife and Parks (KDWP) <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Aquaculture and aquaponics operations should be aware of <a href="#">prohibited species list</a> . Aquaculture facilities planning on selling bait fish must apply to become <a href="#">certified bait dealer</a> and comply with bait fish import regulations. For more information, contact KDWP's aquatic invasive species staff at 620-342-0658.	Prior to obtaining aquatic animals
	U.S. Department of Agriculture — Animal and Plant Health Inspection Service (APHIS) <a href="http://www.aphis.usda.gov">www.aphis.usda.gov</a>	Under the Animal Welfare Act (AWA), many businesses that buy or sell warm-blooded animals, exhibit them to the public, transport them commercially, or use them in research experiments must be licensed or registered by USDA through APHIS's <a href="#">Animal Care Program</a> . For more information, visit the <a href="#">AWA Licensing and Registration</a> webpage or call 970-494-7478.	Prior to opening, yearly licensing fee

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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.*