

Farm or Ranch 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 farm or ranch. 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 farm or ranch 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 — Weights and Measures www.agriculture.ks.gov	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 licensed service company 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 KDA Weights and Measures Program webpage or call 785-564-6681.	Annual service
	Department of Agriculture — Division of Animal Health www.agriculture.ks.gov	Feedlots and dairies with a one-time capacity of more than 1,000 head must submit the Cattle Feedlot Application . Swine, sheep and goat feedlots with a one-time capacity of more than 300 animal units must submit the Swine, Sheep and Goat Feedlot Application . For a multiple herd source livestock genetic sale or any other occasion sale of livestock, submit the Occasional Sales Application . If a registered brand is desired, visit the KDA Animal Health Brands Program webpage or call 785-564-6609 to determine brand availability or to apply for a brand. If a brand is used on livestock it is required to be registered with the KDA Division of Animal Health. Interstate shipment of livestock requires a certificate of veterinary inspection or other documentation. Consult the KDA Division of Animal Health Import and Export Regulations for a complete list of requirements or call 785-564-6601. Before exporting livestock from Kansas, contact the state of destination for their livestock import requirements. Testing for specific diseases may be required for some species. For a list of each state's livestock import requirements, visit www.interstatelivestock.com . For more information, visit the KDA Division of Animal Health webpage or call 785-564-6601	Prior to October 1, April 1 for brands — Prior to shipment of livestock
	Department of Agriculture — Division of Water Resources www.agriculture.ks.gov	The state of Kansas requires a permit for the beneficial use of water, except for water solely used for domestic purposes. "Domestic purposes" is defined as the use of water by any person or by a family unit or household for household purposes, or for the watering of livestock (less than 1,000 head), poultry, farm and domestic animals used in operating a farm, and for the irrigation of lands not exceeding a total of two acres in area for the growing of gardens, orchards and lawns. Review the Kansas Water Law Basics . Visit the Water Appropriation Forms webpage and complete the applicable forms. For more information on water use, visit the KDA Division of Water Resources webpage or call 785-564-6640.	Yearly report of water use, March 1



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	Department of Agriculture — Pesticide and Fertilizer www.agriculture.ks.gov	Non-commercial application of restricted use pesticides for agricultural production requires a Private Certified Pesticide Applicator certification by passing an open-book exam. Contact the local extension office for more information. A Chemigation User's Permit is required for the application of pesticide, fertilizer or effluent by blending with fresh water through an irrigation system. To receive a Chemigation User's Permit, each applicant for a permit must be a Certified Chemigation Equipment Operator (CEO) or employ at least one individual currently certified as a Chemigation Equipment Operator. CEO certification is valid for five years. Pesticide products and commercial fertilizers must be registered with the Kansas Department of Agriculture to be legally applied in Kansas. For more information, review the KDA Chemigation webpage or call 785-564-6688.	Prior to applying pesticide — Prior to chemigating Annual renewal January 1
	Department of Health and Environment — Bureau of Environmental Field Services, Livestock Waste Management Section www.kdheks.gov	Any facility that confines 300 animal units or more must register with the Kansas Department of Health and Environment (KDHE). Animal units can be calculated on the registration form. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Additional requirements may exist if a facility of any size is considering composting. For more information, contact KDHE Livestock Waste Management at 785-296-6432.	Prior to construction
	Department of Health and Environment — Bureau of Water, Industrial Programs 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
	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 Air www.kdheks.gov	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.	Prior to dispensing fuel
	Department of Wildlife and Parks www.ksoutdoors.com	Projects that involve public funds or government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an ecological review . Contact the Kansas Department of Wildlife and Parks (KDWP) Ecological Services at 620-672-0720 for more information. Early engagement (before project site selection) with KDWP can reduce regulatory concerns.	Prior to construction

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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.

Updated 11/13/2025