



# Feed and Pet Food 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 feed and pet food 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 feed and pet food business 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 — 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.  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 — 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
	U.S. Food & Drug Administration (FDA) <a href="http://www.fda.gov">www.fda.gov</a>	The medicated feed mill licensing requirements of the Animal Drug Availability Act of 1996 requires certain medicated feed mills to be licensed with the Food and Drug Administration. Visit the FDA <a href="#">Medicated Feeds</a> page for more information and application instructions or call 888-463-6332.	Prior to selling medicated feed
	Department of Health and Environment — Bureau of Water, Industrial Programs Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	An <a href="#">NPDES Construction Stormwater Permit</a> 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). Visit the <a href="#">KDHE Industrial Programs</a> website or call 785-296-5549 for more information.	Prior to construction



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	Department of Health and Environment — Bureau of Water, Municipal Permitting & Engineering Unit  <a href="http://www.kdheks.gov">www.kdheks.gov</a> <a href="http://www.kdhe.ks.gov/LEPP">www.kdhe.ks.gov/LEPP</a>	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 <a href="#">KDHE Municipal Permitting &amp; Engineering Unit</a> at 785-296-5528 for domestic wastewater permitting requirements.	Prior to construction
	Department of Health and Environment — Bureau of Water, Public Water Supply Section and Geology & Well Technology Unit  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	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 <a href="#">KDHE Public Water Supply Section</a> at 785-296-5514.  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 <a href="#">KDHE Geology &amp; Well Technology Section</a> at 785-296-7265 for more information.	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.*