

APPLICATION FOR BUSINESS / OCCUPATION LICENSE

CITY OF LEAWOOD, KANSAS

PLEASE SCAN/EMAIL, OR FAX THE COMPLETED FORM TO LICENSING@LEAWOOD.ORG, OR 913-661-7023.
AN INVOICE WITH APPROPRIATE FEE AMOUNT WILL BE EMAILED TO YOU AFTER THE RECORD HAS BEEN SET UP IN OUR SYSTEM.

FEDERAL ID # _____
OR attach W-9 Form: _____

Leawood Project Start Date OR
Business Opening Date: {MM/YYYY} _____

Legal Name of Business (Name MUST MATCH IRS forms): _____

Common Name of Business (Doing Business As D/B/A) If different from above: _____

Detailed Description - Type of Business (Contractor TYPE, restaurant, retail, investments, or other): _____

Business Type:
Corporation _____ LLC _____ LLP _____ Partnership _____ Sole Proprietorship _____ Other _____

Organization Category: _____ (If NOT-FOR-PROFIT, please attach 5013C documentation with application)
Contractor (or Sub) _____ Retail _____ Manufacturing _____ Individual _____ Wholesale _____ Not-for-Profit _____ Other: _____

Business Physical Location: (If in Leawood, is this a Home-Based Business: YES NO) _____

ADDRESS: _____ **CITY:** _____ **State:** _____ **Zip:** _____

Business Mailing Address: (If different than above): _____

ADDRESS: _____ **CITY:** _____ **State:** _____ **Zip:** _____

Business Phone # (_____) _____ - _____ **Fax # (_____) _____ - _____**
Cellular # (_____) _____ - _____

Web address: _____ **Email:** _____

Emergency Contact Person, phone & Email: (Different than Owner or already listed): _____

Email: _____ **Telephone #: (_____) _____ - _____**

CONTRACTORS ONLY: A valid JOCO Contractor's license is required, (MUST match legal name of business) of all Electrical, Mechanical, & Plumbing Contractors, and other class types:
Johnson County License # _____

ROOFING CONTRACTORS: MUST have a valid JOCO License AND a State of Kansas registration / license #.
State Roofing License: _____

Complete this section if your business is PHYSICALLY located in Leawood

Total number of persons employed at this location: _____ = PT: _____ FT: _____ Number of Licensed Service Professionals: _____

Total Square Footage of Rented/leased/owned space at location: _____

License year is July 1 thru June 30. The annual fee is prorated from the date the first application is submitted. Remittance must be submitted with this application. Make Check/money order payable to the City of Leawood for the amount due. If you have any questions, please call (913)663-9123 or email Licensing@Leawood.org.

I declare under penalty of false statement that to the best of my knowledge and belief the statements made herein are correct and true, and that the conduct of the business described above is in compliance with City Ordinances.

PRINT Name of Owner(s) or Corporation: _____

Authorized Signature _____
Title: Owner, Partner or Corporate Officer _____

Owner Information: Address: _____ City _____ State _____ zip _____

Email Address: _____ Phone #: _____

In accord with various state and federal civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.

Office Use Only: Cust./Acct. # _____ / _____ SIC-NAICS Code _____ / _____ / _____ Fee: _____

Occupation Licenses

Any person, engaging in a business, trade, or profession that provides any service within Leawood city limits, is required by City Ordinance, to obtain an Occupation License before they can open for business. This includes businesses located in other cities working in Leawood. The City of Leawood licenses are valid for one year, commencing on the first of July and expiring on the 30th of June in each year, and must be renewed by each year thereafter. Information on licensing fees is available by contacting the Licensing Clerk at (913) 663-9123, or via email licensing@leawood.org. Renewals are mailed out in June and are considered delinquent after June 30th and are subject to additional fines. The City maintains a database which lists all pertinent information relating to the business. It is the responsibility of the business owner to notify the Licensing Clerk should there be any change in relevant information (i.e., ownership or location) so all records can remain current.

- If you are a contractor, you will need a Johnson County, Kansas Contractors License (JCCL) in the appropriate trade in order to acquire building permits or to do work as a contractor/subcontractor in Leawood (this includes siding repair contractors, window installers, etc), with the exception of fence contractors. For information about the JCCL, contact their office at (913) 715-2233. Their website address is <http://contractorlicensing.jocogov.org>.

To apply for an Occupation License in the City of Leawood, you will need to fill out an application and remit the appropriate fee for your type of business. The fee is prorated from the date the application is submitted. The fee for **ALL** contractors (including but not limited to building, remodeling, curbing, street grading, street paving, sewer, electrical, plumbing, roofing & landscaping) is \$60.00 per year. The fee for retail businesses is based on the square footage of the space in which the business occupies. The following information is needed to complete the application:

- Legal and common name (d/b/a: doing business as)
- Street and mailing address (if mailing address is different)
- Business, fax and cell phone numbers
- Type and nature of business (i.e., type of contractor, retail, restaurant, accountant)
- Total square footage of the business if physically located within the City limits of Leawood
- Number of full-time employees
- Federal Tax I.D. #

Current license from Johnson County, Kansas

Some businesses are exempt from obtaining a city Occupational license, and therefore, the City Clerk may require anyone claiming to be exempt to file a verified statement of fact.

K.S.A. 20-3127(e) (e) All attorneys registered under this act shall not be liable to pay any occupational tax or city license fees levied under the laws of this state

5-119.

EXEMPTIONS.

- (a) Nothing in this Article shall be construed as applying an occupation tax or license fee against;
- (1) The interstate portion of any business; for the purpose of this subparagraph, the interstate portion of any business shall be construed to mean that portion, and only that portion, which is wholly within interstate commerce and which does not have a local situs or event within the City of Leawood, Kansas;
 - (2) Any instrumentality of the government of the United States, unless authorized by the laws of the United States;
 - (3) Any organization, or employees thereof, which is created and operated for charitable, religious, benevolent, fraternal, civic, educational, military, municipal, or similar purposes, and from which profit is not derived, either directly or indirectly, by any individual or any other business, person or organization and which is exempt from taxation by state or federal law.
- (b) The Finance Director may require any business, instrumentality, organization, or person claiming to be exempt under this Section to file with the Finance Director a verified statement stating the facts upon which the exemption is claimed.

(Ord. No. 638; 07-02-79)

(Code 2000)

(Ord. 2043C; 02-02-04)

Occupation License