

## Business License

Having current and relevant information about local business helps fuel economic development in the City – including the ability to attract more high quality, good paying jobs. That economic growth is good for everyone – existing residents, new residents, and business in general. Gathering information about who is doing business in Liberal and where is also an important public safety and planning tool. It helps the planning department consider new zoning, and helps the police and fire departments address potential issues in advance.

The most effective way for a City to gather information about businesses is through a business license program. For Liberal, the time for such a program is now.

### Business License General Requirements

If you conduct any business within the Liberal city limits, you must obtain a City business license. Even if your business office is located elsewhere and you only do business occasionally in Liberal, you still need a City business license.

Businesses having more than one location of business operation must register a separate business license for each location within the City limits.

Certain types of businesses such as Home Occupation, Adult Entertainment, Amusement Device, Carnival or Circus, Beer and Alcohol, Solicitors, Taxi Cab, Pawn Brokers, Food Handler, etc. require additional conditional use permits or licenses. To determine if you need this type of permit or license, call the Administration Department.

The processes outlined below will help you in your business license registration process.

### Business License Registration Form

A registration form for a City business license may be obtained at the Administration Department at Liberal City Hall, 324 N. Kansas Avenue, or online at [www.cityofliberal.com](http://www.cityofliberal.com). You may request that one be mailed to you.

## Steps in licensing

**A. Registration form.** Once you have the registration form, please read it thoroughly. All applicable sections of the registration form must be completed. When describing the nature of your business, please be specific.

A complete business license registration packet consists of the registration form and copies of any City, County, State, or Federal permits or licenses required to conduct business. For example a State Food Service license, Child Care, Retailers' Sales Tax Registration Certificate, etc.

**B. Submission.** A completed registration and supporting documents including a \$5.00 annual license fee can be submitted in person or mailed to P.O. Box 2199, Liberal, Kansas 67905

**C. Processing the Business License.** After your registration, support documents and fee have been submitted to the City of Liberal, the registration package is reviewed by various City departments for compliance with zoning and other requirements. It is then entered into the system, and a business license and Certificate of Occupancy is generated. Both the Business License and Certificate of Occupancy will be sent to the mailing address listed on the registration. This process may take up to three weeks.

### Important Information About Business Licenses

**Address Change.** You must notify the City whenever you change your business location. A Building and Fire Department inspection will be conducted before a new Certificate of Occupancy can be issued. After the inspection, the new location will be recorded on your business license, keeping it current and valid. There is no fee for this procedure.

**License Display.** All Business Licenses and Certificates of Occupancy must be displayed on the premises. For those not having a fixed business address, the license must be physically carried on the person and presented upon request.

**License Duration.** The business license period is a calendar year beginning January 1<sup>st</sup> and expiring

December 31<sup>st</sup>. The license is terminated when the business terminates or ownership changes.

**License Renewal.** Once you have obtained a license, a renewal notice will automatically be sent to your mailing address approximately one month prior to the expiration date. However, do not rely on receipt of the renewal notice. If you do not receive a renewal notice by January 1<sup>st</sup>, please contact the City Administration Department.

**Ownership Change.** A business license is not transferable. The new owner must apply for a business license in his or her name and pay the license fee. A new Certificate of Occupancy inspection will need to be performed.

**Penalties.** If any business operates without a business license in violation of Ordinance 4371, the business will be given a 30 day “grace period” to cure the violation. Failure to cure the violation could result in criminal and/or civil penalties and/or other legal remedies.

### Getting a City Business License is as easy as 1-2-3!

**1** Obtain a Business License Registration form at City Hall at 324 N. Kansas Ave. Completed registrations can be submitted in person or mailed to P.O. Box 2199, Liberal, KS 67905.

**2** Include a \$5.00 license fee with your registration form.

**3** Wait for your registration to be approved by the City's Building Inspection and Fire Departments. Your business license and Certificate of Occupancy, if applicable, will be mailed to you, usually within two to three weeks of registration.

## Business License Exemptions

The following activities do not require a City of Liberal Business License:

Casual or isolated sales made by persons who are not engaged in the on-going business of selling the type of property involved, or the provision of isolated services made by persons, to include but not be limited to minors, who are not in the on-going business of providing said services.

No producer or grower, or his or her agents or employees, selling in the city, farm or garden products or fruits grown by him or her in the state of Kansas shall be required to pay any business license fee imposed by the City.

Any instrumentality of the United States, State of Kansas, Seward County or any political subdivision thereof, with respect to the exercise of governmental functions.

Non-profit organizations, including but not limited to religious, civic, charitable, benevolent, non-profit, and cultural or youth organizations. The exemption of a business license by the City does not constitute approval of a non-profit organizations use of any particular parcel in the city or a non-profit organizations purpose. All non-profit organizations shall be required to obtain a certificate of occupancy to protect public health, safety and welfare of the community.

All scientific or literary or educational lectures and entertainments, or concerts or musicals or other entertainments exclusively given or sponsored by residents or established organizations of the city.

The interstate portion of any business.

## Home-Based Businesses

Anyone wanting to conduct business from their homes must first obtain a Home Occupation Permit before a Business License is issued. Running a business from home is an attractive idea to many people, but it is important for home business operators to remember that they are conducting a business in a home, which is most likely surrounded by other homes in a residential

area. The City places certain restrictions on the operation of home businesses to protect the residential nature of the neighborhood. These rules protect you and your neighborhood.

Contact the Building/Zoning Department at (620) 626-2261 for a permit application or more information.

## Certificate of Occupancy

A Certificate of Occupancy is required for all businesses located within Liberal city limits, except home occupations. This is a certificate to occupy a building or structure as classified for use by the Building and Fire Departments. A Building and Fire Department inspection will be conducted before the Certificate can be issued. The Certificate must be issued prior to the business license. There is no fee for this certificate.

## Important Information Sources

### United States Government:

Internal Revenue Service.....800-829-4933  
Social Security Administration.....800-772-6270

### Kansas Government:

Department of Commerce.....785-296-2652  
Department of Revenue..... 785-368-8222  
Department of Agriculture.....785-296-3556  
Department of Health & Environment....785-296-1086  
Department of Labor.....785-296-5027

### City of Liberal Government:

Administration.....620-626-2201  
Building/Zoning.....620-626-2261  
City Clerk .....620-626-2206  
Code Enforcement.....620-626-2265  
Fire.....620-626-0128  
Police.....620-626-0141

## We are here to help

The City of Liberal offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in or call us at (620) 626-2201. You can also fax us at: (620) 626-0511.



# Business Licenses & Certificate of Occupancy

## Procedures & Requirements

