

New Business Checklist
Olathe, Kansas
Updated 3/17/04

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Starting a Business in Olathe: www.olatheks.org

Starting a Business in the State of Kansas: <https://www.accesskansas.org/apps/kbc.html>

Jurisdiction	Description	Fee	Contact
City of Olathe	Zoning Clearance	No fee	Development Services Department Planning Division 100 W. Santa Fe Olathe, KS 66051 (913) 971-8750
City of Olathe	Occupational License	Not required	Not required
City of Olathe	Earnings Tax	Not required	Not required
City of Olathe	Contractor License , Not required by City. To get a permit, contractor must be licensed by Johnson County	Not required	Not required
City of Olathe	Building Permits		
City of Olathe	Outdoor Advertising Sign Permits , each sign needs own application	4% of sign's cost	Department of Code Enforcement 100 E. Santa Fe, 3 rd Floor Olathe, KS 66051 (913) 971-8575
City of Olathe	Environmental Health Permits (air quality, swimming pools, food service, restaurants, massage parlors, etc.)	Not required, Olathe has no health dept.	Not required
City of Olathe	Fire Safety Inspection , Done right before business opens	No fee	Fire Department 501 E. Hwy 56 Olathe, KS (913) 971-6333
City of Olathe	Security Alarm Users Permit	Not required	Not required
City of Olathe	Food Establishment Permit	Not required, Olathe has no health dept.	Not required
City of Olathe	Massage Therapist Permit Massage Establishment Permit	\$5 – therapist \$25 – establishment	City Clerk's Office 100 E. Santa Fe Olathe, KS 66051 (913) 971-8521

Jurisdiction	Description	Fee	Contact
City of Olathe	Pawnbroker / Precious Metal Dealer License , employees must register also	Similar to Massage Therapy	City Clerk's Office 100 E. Santa Fe Olathe, KS 66051-0768 (913) 971-8521
City of Olathe	License for Drinking Establishments & Private Clubs	\$250 annually	City Clerk's Office 100 E. Santa Fe Olathe, KS 66051 (913) 971-8521
City of Olathe	Retail Liquor Store License	\$300 annually	City Clerk's Office 100 E. Santa Fe Olathe, KS 66051-0768 (913) 971-8521
Johnson County	Merchant's License	Not required	Not required
Johnson County	Tangible Commercial Personal Property Tax	A percentage based on the value of business equipment	Office of the Appraiser 111 S. Cherry St., Suite 2100 Olathe, KS 66061 (913) 829-9500
Johnson County	Contractor's License there are 3 types of building licenses, electrical, plumbing and mechanical. Req to either have a B.S. in Architecture / Engineering / Construction Science or to have passed a trade exam.	\$300 – 1 st year \$200 – 2 nd year on must pay in check or cash	Contractor Licensing Department 111 S. Cherry, Room 1056 Olathe, KS 66061 (913) 715-2233

Jurisdiction	Description	Fee	Contact
State of Kansas	Business Registration not required for sole proprietorships, but required for all other business structures including non-profits.	Fees vary depending on type of business structure.	Kansas Secretary of State Memorial Hall, 1 st Floor 120 SW 10 th Avenue Topeka, KS 66612-1594 (785) 296-4564
State of Kansas	Business Sales Tax I.D. required of businesses charging sales tax. Fill out a Kansas Business Tax Application	No fee	Kansas Department of Revenue 915 SW Harrison St. Topeka, KS 66612 1-877-526-7738
State of Kansas	Sales Tax Exemption Certificate used for the purchase of items that will be resold or used as ingredients in a product for sale. Sales tax is passed along to customer.	No fee	Kansas Department of Revenue 915 SW Harrison St. Topeka, KS 66612 1-877-526-7738
State of Kansas	Liquor Permit	Fees vary	Kansas Department of Revenue Alcohol & Beverage Control Division (877) 526-7738 (options 1, 5, 4) http://www.ksrevenue.org/ablicreg.htm

For Companies Hiring Employees

Jurisdiction	Description	Fee	Contact
State of Kansas	<p>Workers Compensation Insurance required of all employers who have or expect to have a gross annual payroll of \$20,000 in a calendar year. Insurance is acquired through private carriers.</p>	Premiums vary	<p>Division of Workers Compensation Kansas Dept. of Human Resources 800 SW Jackson, Suite 600 Topeka, KS 66612-1227 (785) 296-3441 www.hr.state.ks.us</p>
State of Kansas	<p>Unemployment Insurance, most businesses with payroll are required to pay insurance quarterly. It's due when employer begins paying the first payroll. The first 3 years are at an industry rate, then employer can get an individual rate based on history.</p>	Industry rates vary from 2.97% - 4.84%	<p>Division of Employment Security Kansas Dept. of Human Resources 401 SW Topeka Blvd. Topeka, KS 66603-3182 (785) 296-7082 www.hr.state.ks.us</p>
Federal	<p>Employee Identification Number</p>	No fee	<p>Obtain an SS-4 form by phoning 1-800-TAX-FORM (1-800-829-4933, Option 1) or by logging onto the IRS website at www.irs.gov Once you have completed the SS-4 you can obtain your EIN number by phoning the IRS at (800) 829-4933 or by faxing the SS-4 to (215) 516-3990</p>

This information is provided courtesy of KCSOURCELINK and is intended to provide an overview of requirements for new businesses in Olathe, Kansas. The information is not comprehensive. Consultation with an accountant and/or attorney is advisable.