

The Kansas Department of Agriculture 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 business 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 farm or ranch in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the 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 — Weights and Measures <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	No license is needed from Weights and Measures, but a farm or ranch with scales or other weighing or measuring devices must hire a <a href="#">licensed service company</a> to place the devices into service and test once annually if the weighing or measuring devices are utilized for any commercial transaction. Visit the <a href="#">Weights and Measures</a> website for more information, or call 785-564-6681.	Annual service
	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	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 <a href="#">local extension office</a> 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, and should be renewed yearly. 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 KDA to be legally applied in Kansas. Review the <a href="#">Chemigation</a> webpage for more information, or call 785-564-6688.	Prior to applying pesticide — Prior to chemigating, January 1 renewal
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Feedlots and dairies with a one-time capacity of more than 1,000 head must submit the <a href="#">cattle feedlot application</a> . Swine, sheep and goat feedlots with more than 1,000 animal units must submit the <a href="#">swine, sheep and goat feedlot application</a> . For a livestock genetic sale or any other occasion sale of livestock, submit the <a href="#">occasional sales application</a> . If a registered brand is desired, visit the <a href="#">Animal Health Brands Program website</a> or call 785-564-6609 to determine brand availability or to apply for a brand.  Interstate shipment of livestock requires a certificate of veterinary inspection or other documentation. Consult the Division of Animal Health <a href="#">Import and Export Regulations</a> for a complete list of requirements, or call 785-564-6601. Before exporting livestock from Kansas, contact the <a href="#">state of destination</a> 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 <a href="http://www.interstatelivestock.com">www.interstatelivestock.com</a> .	Prior to October 1, April 1 for Brands — Prior to shipment of livestock
	Department of Agriculture — Division of Water Resources (DWR) <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The state of Kansas requires a permit for the beneficial use of water, with the exception of water solely used for domestic purposes. Domestic purposes means 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 <a href="#">Kansas Water Law Basics</a> . Visit the <a href="#">Water Appropriation Forms</a> and complete the appropriate forms. For more information on water use, visit the <a href="#">DWR website</a> or call 785-564-6640.	Yearly report of water use, March 1st

✓	Department	Description	Renewal
	Department of Health and Environment — Bureau of Water, Livestock Waste Management Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Any facility that confines 300 animal units or more must <a href="#">register</a> with 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. Contact <a href="#">Livestock Waste Management</a> at 785-296-6432 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Water, Industrial Program 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). Contact 785-296-5549 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Entities operating their own fuel tanks may be required to register with KDHE. Review information about <a href="#">aboveground storage tanks (AST)</a> and <a href="#">underground storage tanks (UST)</a> . Review the <a href="#">KDHE Storage Tank Section</a> website for further information, or call 785-296-1678 for permitting information.  *The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has <a href="#">AST program highlights and registration requirements</a> in addition to <a href="#">assistance with UST inventory control</a> .	Prior to installing tanks, annual renewal August 1
	Department of Health and Environment — Bureau of Air  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">Gasoline dispensing facilities</a> are subject to federal air regulation. A <a href="#">guidance document</a> is available to assist in determining regulator requirements. Refer to the <a href="#">Standard Construction Permit/Approval for Gasoline Dispensing Facilities</a> if applicable. Contact the KDHE <a href="#">Bureau of Air</a> at 785-296-1570 for additional information.	Prior to dispensing fuel
	Kansas Department of Wildlife, Parks and Tourism  <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	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 <a href="#">environmental review</a> . Call 620-672-5911 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.*

# Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products, and developing a skilled workforce, among others.

## Kansas Department of Agriculture

<p>Agribusiness Development, Domestic &amp; International</p> <p><a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a></p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Lynne Hinrichsen, Agribusiness Development Director, at <a href="mailto:Lynne.Hinrichsen@ks.gov">Lynne.Hinrichsen@ks.gov</a> or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p><a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a></p>	<p><i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. <a href="#">Register</a> the business for membership with <i>From the Land of Kansas</i>. For more information contact Janelle Dobbins, From the Land of Kansas Specialist, at <a href="mailto:Janelle.Dobbins@ks.gov">Janelle.Dobbins@ks.gov</a> or call 785-564-6759.</p>
<p>Agricultural Workforce Development</p> <p><a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a></p>	<p>KDA's Workforce Development can connect you with secondary and post secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Ag Career &amp; Workforce Development Specialist, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466.</p>

## Kansas Department of Commerce

<p>KANSASWORKS</p> <p><a href="http://www.kansasworks.com">www.kansasworks.com</a></p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call 877-509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p><a href="http://kansascommerce.gov">http://kansascommerce.gov</a></p>	<p>The <a href="#">Rural Opportunity Zone</a> program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years, and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at 785-296-3481.</p>

## Other Resources

<p>Network Kansas</p> <p><a href="http://www.networkkansas.com/">http://www.networkkansas.com/</a></p>	<p>Network Kansas provides a central portal that connects entrepreneurs and small business owners with the appropriate resources when they are needed most. Network Kansas works with both new and existing businesses. Call 877-521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDK)</p> <p><a href="http://www.kansassbdc.net/">http://www.kansassbdc.net/</a></p>	<p>The KSBDK is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.</p>
<p>Kansas Business Center</p> <p><a href="http://www.kansas.gov/businesscenter/">http://www.kansas.gov/businesscenter/</a></p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.</p>

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# Helpful Business Development Resources

## Other Resources Continued

<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ks.edu">www.ksre.ks.edu</a></p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis and education. For more information, please call 785-532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the <a href="#">Fees and Information</a> (Kansas only). Call 785-532-1668 for more information, or email <a href="mailto:kvaf1@ksu.edu">kvaf1@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab, and the Post-Processing Pasteurization Lab. For more information, call 85-532-1279.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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