

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 grocery store. 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 grocery or retail store in Kansas.

✓	Department	Description	Renewal
	Center for Engagement and Community Development www.ruralgrocery.org	Kansas Rural Grocery Store Initiative partners with organizations to create new models for rural business development and sustainability among grocery stores in rural communities. Contact 785-532-6868 for more information.	Prior to starting
	Office of the Secretary of State www.kssos.org	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue — Division of Taxation www.ksrevenue.org	Visit the Department of Revenue website to find important business tax (sales tax, withholding tax, etc.) information and to review pertinent information about cigarettes, tobacco products, and consumable material. A Retail Dealer Cigarette/E-Cigarette license is required for any business selling cigarettes and/or e-cigarettes over the counter. The license fee is \$25 for each location and is renewed every two calendar years. Complete form CG-109, Application for Cigarette License, or CR-16, Kansas Business Tax Application, if applying for multiple tax types. Tobacco retailers are not licensed at this time. Tobacco Distributor licenses are \$25 per calendar year. A tax is imposed upon the privilege of selling or dealing in electronic cigarettes. Each distributor of consumable material must apply for a certificate of registration. Complete form EC-1, Application for Consumable Material Tax Registration. Monthly reports must be submitted with the applicable tax payment. All cigarette, tobacco, and e-cigarette retailers must register to collect Kansas Retailer's Sales Tax. Contact Cigarette/Tobacco at 785-368-8222 (option 5, then option 4), or email kdor_cigtob@ks.gov .	Prior to starting — Biannual renewal on even years — Yearly
	Department of Agriculture — Food Safety and Lodging http://agriculture.ks.gov	Complete the Food Establishment License . Specialized processing, like vacuum packaging, requires a variance approval . The Plan Review application is available to assist in planning a new facility. For more information, consult Food Safety and Lodging at 785-564-6767 or KDA.FSL@ks.gov .	Prior to starting, Before April 1
	USDA Food and Nutrition Service http://www.fns.usda.gov/	Apply online to accept Supplemental Nutrition Assistance Program (SNAP) benefits at your store, or call 877-823-4369.	Reauthorization every 5 years
	Department of Agriculture — Weights and Measures http://agriculture.ks.gov	No license is needed from Weights and Measures, but a store with scales or other weighing or measuring devices must hire a licensed service company to place the devices into service and test once annually if the weighing or measuring devices are utilized for any commercial transaction. Stores with fuel stations must hire a service company licensed to install, test, repair, adjust, and certify Retail Fuel Dispensers (RFD). The Kansas Department of Agriculture will inspect and test the retail fuel dispensers every 18 months. Visit the Weights and Measures website for more information, or call 785-564-6681.	Annual service
	Department of Agriculture — Pesticides and Fertilizers http://agriculture.ks.gov	Any retail business (including grocery stores, convenience stores and hardware stores) that retails pesticide products <u>other than</u> those ready-to-use general use pesticide products which: (a) are to be applied undiluted, in accordance with use instructions shown on the pesticide's label; and (b) are to be applied by homeowners or occupants to control pests in and around the family dwelling and associated structures; must complete the Pesticide Dealer Registration and Application . For more information, review the Pesticide and Fertilizer webpage or call 785-564-6688.	Prior to July 1

✓	Department	Description	Renewal
	Kansas Department of Revenue — Alcoholic Beverage Control (ABC) www.ksrevenue.org	Kansas law restricts the sale of alcohol in grocery stores to Cereal Malt Beverages (CMB) that are 3.2% alcohol by weight or less. CMB licenses are issued by the local governing authority, the city or the county, not by the ABC. The city or county also collects the \$25 State CMB Stamp fee and affixes it to your license. Information and application forms can be found on the ABC website , or you may contact ABC at 785-296-7015.	Prior to opening
	U.S. Department of the Treasury — Alcohol and Tobacco Tax and Trade Bureau (TTB) www.treasury.gov	Retail beverage alcohol dealers are required under federal law to complete the Alcohol Dealer Registration . Consult the TTB website for more information, or to apply online .	Prior to opening
	Kansas State Board of Pharmacy pharmacy.ks.gov	Certain applications and forms are necessary to complete for sales on non prescription and prescription drugs. Review the full list of applications and forms , or contact 785-296-4056.	Varies
	Kansas Lottery www.kslottery.com	If selling lottery tickets, complete the KS Lottery Application . For more view the Kansas Lottery webpage or call 1-800-322-5688.	Prior to selling tickets
	Kansas Department of Health and Environment — Bureau of Air www.kdheks.gov	Gasoline dispensing facilities are subject to a federal air regulation. A guidance document is available to assist in determining regulatory requirements. Refer to the Standard Construction Permit/Approval for Gasoline Dispensing Facilities if applicable. Contact the Kansas Department of Health and Environment Bureau of Air at 785-296-1570.	Life of facility
	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section www.kdheks.gov	For stores selling gasoline there are multiple steps required for aboveground storage tanks (AST) and underground storage tanks (UST) . Review the KDHE Storage Tank Section website for further information, or call 785-296-1678 for permitting information. The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control .	August 1
	Kansas State Fire Marshal firemarshal.ks.gov	Review the forms for above ground storage tanks and complete the appropriate forms. For more information, contact 785-296-8606.	Prior to starting

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Manhattan, KS 66502
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Email: ksag@ks.gov
Website: <http://agriculture.ks.gov>

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 & International</p> <p>http://agriculture.ks.gov</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 Lynne.Hinrichsen@ks.gov or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at Suzanne.Numrich@ks.gov or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p>www.fromthelandofkansas.com</p>	<p><i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register 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 Janelle.Dobbins@ks.gov or call 785-564-6759.</p>
<p>Agricultural Workforce Development</p> <p>http://agriculture.ks.gov</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 & Workforce Development Specialist, at Russell.Plaschka@ks.gov or (785) 564-7466.</p>

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<p>KANSASWORKS</p> <p>www.kansasworks.com</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>http://kansascommerce.gov</p>	<p>The Rural Opportunity Zone 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>http://www.networkkansas.com/</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>http://www.kansassbdc.net/</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>http://www.kansas.gov/businesscenter/</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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Other Resources Continued

<p>K-State Research and Extension</p> <p>www.ksre.ks.edu</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 Kansas Value Added Foods Lab offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the Fees and Information (Kansas only). Call 785-532-1668 for more information, or email kvaf1@ksu.edu.</p> <p>The Meat Science Facility 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>www.rd.usda.gov</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>newfarmers.usda.gov</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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