

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 pet animal business or pet 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 pet animal business or pet store 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 — Division of Animal Health  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	Review the Small Animal Forms under <a href="#">Forms and Applications</a> . There are a wide variety of forms that might be necessary, depending on what services are offered at a Kansas pet animal business. You can also apply online by going to <a href="http://www.kellysolutions.com/ks/index.asp">http://www.kellysolutions.com/ks/index.asp</a> . Contact the <a href="#">Division of Animal Health</a> at 785-564-6605 for more information.	Prior to opening, Oct. 1
	Department of Agriculture — Dairy and Feed Safety Program  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	Kansas requires that all manufacturers, importers, jobbers, firms, associations, corporations, or persons that sell, offer or expose for sale or distribution of commercial feed in Kansas must have a commercial license for each manufacturing facility located in the state. Commercial feed includes feed for livestock, poultry, pets (including pet treats), specialty pets and customer formula feed regardless of package container size or amount. Review the applicable program documents <a href="#">here</a> . Visit the <a href="#">AAFCO</a> website to learn more about starting a pet food business.  For more information, visit the <a href="#">Dairy and Feed Safety</a> website, or call 785-564-6700.	Prior to selling feed, July 1 renewal
	Department of Agriculture — Pesticide and Fertilizer  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	Any retail business (including pet stores) that retails pesticide products <u>other than</u> those ready-to-use general use pesticide products which: <ul style="list-style-type: none"> <li>(a) are to be applied undiluted, in accordance with use instructions shown on the pesticide's label; and</li> <li>(b) are to be applied by homeowners or occupants to control pests in and around the family dwelling and associated structures;</li> </ul> must complete the <a href="#">Pesticide Dealer Registration and Application</a> . For more information, review the <a href="#">Pesticide and Fertilizer Program</a> webpage, or call 785-564-6688.	Prior to making sales, July 1
	Department of Agriculture — Weights and Measures  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	No license is needed from Weights and Measures, but pet animal business 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

*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.*



# Pet Animal Business & Pet Store Licensing Guide

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	Kansas Department of Health and Environment — Bureau of Air  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Businesses that will utilize an incinerator for the disposal of animals may require a permit from the <a href="#">KDHE Bureau of Air</a> . Call 785-296-1570 for additional information.	Prior to starting
	Kansas Department of Wildlife, Parks and Tourism (KDWPT)  <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Aquaculture and aquaponics operations should be aware of the <a href="#">prohibited species list</a> . For more information, contact <a href="#">KDWPT</a> at 620-342-0658.  Aquaculture facilities planning on selling bait fish must apply to become a <a href="#">certified bait dealer</a> and comply with bait fish import regulations. Contact <a href="#">KDWPT</a> at 620-342-0658 for more information.	Prior to obtaining fish
	United States Department of Agriculture — Animal and Plant Health Inspection Service (APHIS)  <a href="http://www.aphis.usda.gov">www.aphis.usda.gov</a>	Under the Animal Welfare Act (AWA), many businesses that buy or sell warm-blooded animals, exhibit them to the public, transport them commercially or use them in research experiments must be licensed or registered by the USDA through APHIS' <a href="#">Animal Care Program</a> . Visit the <a href="#">AWA Licensing and Registration</a> webpage for more information, or call 301-851-3751.	Prior to opening, yearly licensing fee

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 Website: <http://agriculture.ks.gov>

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# 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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## Other Resources Continued

<p>K-State Research and Extension <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 <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 <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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