



Poultry Farm & Egg Sales Licensing Guide

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 poultry farm. In addition to license requirements by the Kansas Department of Agriculture, 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 poultry farm in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDCC)*	The KSBDCC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Office of the Secretary of State	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	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture, Animal Health	The Kansas Poultry Disease Act requires that all hatcheries, hatchery supply flocks, and poultry entered in public exhibits or shows comply with the provisions of the National Poultry Improvement Plan (NPIP). Review the NPIP Participation Information document for detailed information regarding the plan. All questions about NPIP should be directed to Animal Health by calling 785-564-6601. Interstate shipment of livestock requires official identification and certificate of veterinary inspection or other documentation. Some exemptions may exist. Consult the Division of Animal Health Import and Export Regulations and Animal Disease Control and Traceability for a complete list of requirements, or call 785-564-6601.	Prior to opening — Prior to shipment of livestock
	Department of Agriculture, Food Safety & Lodging	Kansas Egg Law states that any person selling, offering for sale, or distributing or grading eggs must apply for an Egg License . Exemptions from the Kansas Egg Law include: <ol style="list-style-type: none"> 1) Farmers selling eggs from 50 or fewer hens; 2) Farmers with fewer than 250 hens who sell ungraded eggs directly to the consumer; 3) A retail store selling eggs (unless eggs are repacked at the store). Egg distributors or last handlers should apply for the Egg Distributor or Last Handler license. For more information, visit the Food Safety, Egg, and Lodging Application Forms website, call 785-564-6767 or email FSL@kda.ks.gov .	Prior to opening, December 31 Renewal
	Department of Agriculture, Meat & Poultry Inspection	For information on the processing of poultry for meat, consult the Meat & Poultry Inspection website and the Meat or Poultry Processing Licensing Guide , or call 785-564-6776.	Prior to starting
	Department of Agriculture, Division of Water Resources (DWR)	The state of Kansas requires a permit for water used for industrial purposes, including on poultry farms, when the diversion of water is not incidental to the operation of a traditional farmstead. Review the Kansas Water Law Basics . Visit the Water Appropriation Forms and complete the appropriate applications. For more information on water use, visit the DWR website or call 785-564-6640.	Yearly Report of water use, March 1
	Department of Agriculture, Pesticide & Fertilizer	If the poultry farm will apply effluent to crops by blending effluent with fresh water through an irrigation system, a chemigation user's permit will be required. Visit the Chemigation webpage for additional requirements, or call 785-564-6688.	Prior to chemigating, January 1
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a poultry farm with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service

✓	Department	Description	Renewal
	Department of Health and Environment, Bureau of Water, Livestock Waste Management Section	Any facility that confines more than 300 animal units must register 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 Livestock Waste Management at 785-296-6432 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Water, Industrial Program Section	An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities. Visit the KDHE Industrial Programs website, or call 785-296-5549 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Waste Management	Facilities producing specialized organic waste may compost or apply this material to the land. Composting facilities less than one-half acre must register with KDHE, and facilities greater than one-half acre must obtain a permit . A permit must also be obtained to apply organic waste to land. For more information, review the KDHE Solid Waste webpage, or call 785-296-1121.	Prior to composting or land application
	Department of Health and Environment, Bureau of Water, Public Water Supply & Geology Sections	If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to State/Federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the KDHE Geology Section at 785-296-5560 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Environmental Remediation, Storage Tank Section	Entities operating their own fuel tanks may be required to registered with KDHE. Review information about 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 .	Prior to installing tanks, Annual Renewal August 1
	Department of Health and Environment, Bureau of Air	Gasoline dispensing facilities are subject to federal air regulation. A guidance document is available to assist in determining regulator requirements. Contact the KDHE, Bureau of Air , at 785-296-1570 for additional information.	Prior to dispensing fuel
	Department of Health and Environment, Bureau of Water, Municipal Program Section	If the facility will employ an on-site wastewater treatment system rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at 785-296-5527 for construction and permitting requirements.	Prior to construction
	Kansas Department of Wildlife, Parks and Tourism	Projects that involve public funds, government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an environmental review . Call 620-672-5911 for more information.	Prior to construction

Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
Phone: (785) 564-6700
Email: ksag@kda.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.

** Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

Updated 9/21/2015