

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 restaurant. 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 restaurant in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The KSBDC 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
	Kansas Business Center*	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.	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, Food Safety	Restaurants must have a Food Establishment License : Application fee and license fee depends on square footage and business practices. Specialized processing, like vacuum packaging, requires a variance approval . The Plan Review application is available to assist in planning a new facility. To learn more about starting a food business , contact Food Safety and Lodging at 785-564-6767 or FSL@kda.ks.gov for more information.	Prior to opening, April 1
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a restaurant 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
	Kansas Department of Revenue, Alcoholic Beverage Control	Restaurants should obtain the appropriate on-premise license . Handbooks for a variety of topics related to selling alcohol in Kansas are available. It is recommended to contact ABC for further information at 785-296-7015. Other useful information can be found on the ABC website .	Prior to opening, Biannual Renewal
	U.S. Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB)	Retail beverage alcohol dealers are required under federal law to fill out the Alcohol Dealer Registration . Consult the TTB website for more information, or to apply online .	Prior to opening, July 1 if change in business
	Office of the State Fire Marshall (OSFM)	OSFM will approve the building for Life Safety Compliance. To locate all requirements please call 785-296-3401 and ask for the Prevention Division	Prior to construction, Annually
	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

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



Restaurant Licensing Guide

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	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
	Department of Agriculture, Agricultural Marketing, Advocacy and Outreach*	<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, visit From the Land of Kansas online, or call 785-564-6759.	Annual Renewal

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