



# APPLICATION FOR LODGING ESTABLISHMENT LICENSE

Kansas Department of Agriculture  
Accounts Receivable & Licensing - Food Safety & Lodging  
1320 Research Park Drive 2nd Floor Manhattan, KS 66502  
(785) 564-6767  
www.agriculture.ks.gov

## ESTABLISHMENT INFORMATION

Establishment Name / DBA: \_\_\_\_\_ Phone: \_\_\_\_\_  
Establishment Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  
Effective Date of Operation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email Address: \_\_\_\_\_

## OWNERSHIP INFORMATION

(READ CAREFULLY: Please list corporation, partnership, partners or individual owner)

Legal Owner: \_\_\_\_\_

- Individual / Sole Proprietor     Partnership (LLP / LP)\*     Corporation (Corp. / Inc.)\*     LLC\*

\*Is ownership registered with the Kansas Secretary of State?     No     Yes--Business Entity ID #: \_\_\_\_\_

Individual Owner's SS # or \*Federal Tax ID #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Mail License To:

- Establishment     Optional Address

### Mail Renewal To:

- Establishment     Optional Address

## OPTIONAL MAILING ADDRESS

Mail to Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Lodging Inspection Act and the rules and regulations prescribed thereunder. I declare the above statements are true, complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**For Office Use Only**  
Inspector: \_\_\_\_\_  
Inspection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Task Assigned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For Office Use Only**  
License # \_\_\_\_\_  
Date Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Initials: \_\_\_\_\_

**Please check the appropriate box(s) below.**

A separate application and fees will need to be submitted for each location needing a license.

NOTE: ALL new applications require an application fee and a license fee.

All licenses run April 1<sup>st</sup> to March 31<sup>st</sup>.

Make checks payable to: Kansas Department of Agriculture or KDA

A credit card payment form can be downloaded at:

<http://agriculture.ks.gov/docs/default-source/default-document-library/credit-card-form.pdf?sfvrsn=0>

**Please mark the appropriate choice below. This will be verified during initial inspection.**

**Application Fee:**

**+**

**License Fee:**

\_\_\_\_\_ 1 – 29 Rooms = \$100 (LDN)

\_\_\_\_\_ 30+ Rooms = \$200 (LD2)

1 – 9 Rooms = \$ 30.00 (LDL)

Add \$10.00 for each additional 10 rooms.  
(See attached fee schedule)

Total number of rooms in establishment: \_\_\_\_\_

Total fee submitted: \_\_\_\_\_

Complimentary Breakfast for Guests:

Yes\*

No

\*If answer is **YES** to either category you will be required to submit a separate application and fees for a Food Establishment license.

Other Food Service provided for non-guests:

Yes\*

No

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**\*\*For Office Use Only\*\***

LDN \_\_\_\_\_ LD2 \_\_\_\_\_ LDL \_\_\_\_\_

CK CC MO Cashier

Number \_\_\_\_\_ Transaction # \_\_\_\_\_ Amount \$ \_\_\_\_\_

SCHEDULE OF LODGING ESTABLISHMENT LICENSE FEES EFFECTIVE JULY 1, 2011

**License Fee:**

1 – 9 rooms.....	\$ 30.00
10 – 19 rooms.....	\$ 40.00
20 – 29 rooms.....	\$ 50.00
30 – 39 rooms.....	\$ 60.00
40 – 49 rooms.....	\$ 70.00
50 – 59 rooms.....	\$ 80.00
60 – 69 rooms.....	\$ 90.00
70 – 79 rooms.....	\$100.00
80 – 89 rooms.....	\$110.00
90 – 99 rooms.....	\$120.00
100 – 109 rooms.....	\$130.00
110 – 119 rooms.....	\$140.00
120 – 129 rooms.....	\$150.00
130 – 139 rooms.....	\$160.00
140 – 149 rooms.....	\$170.00
150 – 159 rooms.....	\$180.00
160 – 169 rooms.....	\$190.00
170 – 179 rooms.....	\$200.00
180 – 189 rooms.....	\$210.00
190 – 199 rooms.....	\$220.00
200 – 209 rooms.....	\$230.00
210 – 219 rooms.....	\$240.00
220 – 229 rooms.....	\$250.00
230 – 239 rooms.....	\$260.00
240 – 249 rooms.....	\$270.00
250 – 259 rooms.....	\$280.00
260 – 269 rooms.....	\$290.00
270 – 279 rooms.....	\$300.00
280 – 289 rooms.....	\$310.00
290 – 299 rooms.....	\$320.00
300 – 309 rooms.....	\$330.00
310 – 319 rooms.....	\$340.00
320 – 329 rooms.....	\$350.00
330 – 339 rooms.....	\$360.00
340 – 349 rooms.....	\$370.00
350 – 359 rooms.....	\$380.00
360 – 369 rooms.....	\$390.00
370 – 379 rooms.....	\$400.00
380 – 389 rooms.....	\$410.00

Add \$10.00 for each additional 10 rooms.