

Mobile Food Unit Licensing Guide

The Kansas Department of Agriculture (KDA) 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 businesses 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 mobile food unit. 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 mobile food unit in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State https://sos.ks.gov/	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 www.ksrevenue.gov	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 and Lodging www.agriculture.ks.gov	Mobile food units must complete the Food Establishment License application and submit the Mobile Unit Log which can be found at the Food Safety, Egg, and Lodging Application Forms page. The Plan Review application is available to assist in planning a new facility. For more information, contact the Food Safety and Lodging Program at (785) 564-6767 or KDA.FSL@ks.gov .	Prior to opening, Annual renewal March 31
	Department of Agriculture — Weights and Measures www.agriculture.ks.gov	No license is needed from Weights and Measures. Any business with a weighing or measuring device (e.g. scales, fertilizer meters, oil meters, measuring tapes, electric car chargers, taxi meters, etc.) must hire a licensed service company to inspect and test devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction. Examples include scales at grocery stores, yogurt shops, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters used at a car service center to add oil to your engine, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the Weights and Measures Program webpage or call (785) 564-6681.	Annual service
	Kansas Corporation Commission (KCC) www.kcc.state.ks.us	Vehicles with a manufacturers gross vehicle weight rating more than 10,000 pounds may be subject to certain safety regulations. Access the Kansas Trucking Regulatory Assistance Network's (KTRAN) new Interactive Wizard to take a comprehensive questionnaire. Once completed, the website will provide specific compliance information and links to the appropriate documents. Review the Procedures for Safety Compliance for a comprehensive list of requirements. For more information, visit the KCC Transportation Division website or call (785) 271-3145.	Prior to operating the vehicle

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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.