APPLICATION FOR FOOD ESTABLISHMENT LICENSE

(Food, Mobile Unit, Non-NSLP Schools)

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

ESTABLISHMENT INFORMATION

Establishment Name: ____________________________ Phone: __________
Establishment Address: __________________________________________ Fax: __________
City, State, Zip Code: __________________________________________ County: __________
Effective Date of Operation: _____/_____/_____ Email Address (for renewals): ______________________

OWNERSHIP INFORMATION

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

Legal Ownership: __________________________________________

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

* Is ownership registered with the Kansas Secretary of State? ☐ No ☐ Yes--Business Entity ID #: ______________________________
To register with the Secretary of State go to www.kssos.org or call 785-296-4564 to register your ownership in KS

* Federal Tax ID #: ______________________________

Contact Person: __________________________________________ Phone: ______________________________

Mail License and Renewal To: ☐ Establishment ☐ Optional Address

OPTIONAL MAILING ADDRESS

Mail to Name: __________________________________________
Mailing Address: __________________________________________
City, State, Zip Code: __________________________________________

I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Food, Drug and Cosmetic 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

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Inspector: ____________________________
Inspection Date: _____/_____/_____
Task Assigned: _____/_____/_____
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 1st to March 31st.

Make checks payable to: Kansas Department of Agriculture or KDA


What is the square footage of your facility that is used for food preparation, storage, display, and customer seating?

Facility square footage: ______________________ sq. ft.

☐ Food (Grocery, Convenience Store, Restaurant)  ☐ Mobile Unit  ☐ Non-NSLP School

Please check the appropriate box below. The category and size will be verified during initial inspection.

**Category I** If your business does any of the following: Cooks, cools, or reheats food that requires time and temperature control for safety; uses freezing as a means to achieve parasite destruction; handles raw, in-shell molluscan shellfish ingredients; uses specialized processing; has a required hazard analysis critical control point plan; and/or offers for consumption without further preparation any food containing raw or undercooked eggs, meat, poultry, fish, or shellfish; then use these fees. If your business does none of the processes listed, go to Category II.

<table>
<thead>
<tr>
<th>Size</th>
<th>Application Fee</th>
<th>License Fee</th>
<th>Total Fee Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Less than 5,000 sq. ft.</td>
<td>$300.00</td>
<td>$250.00 (FR1)</td>
<td>$550.00 (FN1)</td>
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<tr>
<td>☐ 5,000 to 10,000 sq. ft.</td>
<td>$325.00</td>
<td>$300.00 (FR5)</td>
<td>$625.00 (FN5)</td>
</tr>
<tr>
<td>☐ 10,001 to 50,000 sq. ft.</td>
<td>$350.00</td>
<td>$500.00 (FR6)</td>
<td>$850.00 (FN6)</td>
</tr>
<tr>
<td>☐ Over 50,000 sq. ft.</td>
<td>$350.00</td>
<td>$750.00 (FR7)</td>
<td>$1100.00 (FN7)</td>
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</table>

**Category II** If your business does any of the following: Prepares baked products; repackages foods from a licensed food processor in smaller quantities for distribution; heats only foods from a licensed food processor; or, handles, cuts, grinds, or slices only raw animal foods or ready-to-eat meats and cheeses; and does not do any Category I processes, then use these fees. If your business does none of the processes listed, go to Category III.

| ☐ Application Fee | $325.00         | $220.00 (FR2) | $545.00 (FN2) |

**Category III** If your business does any of the following: Offers self-service beverages; offers prepackaged food and beverages, including those prepackaged foods and beverages that are required to be held at a temperature of 41 °F or below for food safety; or, offers unpackaged food that does not require time and temperature control for safety, including mixed drinks; and does not do any Category I or II processes, then use these fees.

| ☐ Application Fee | $275.00         | $190.00 (FR3) | $465.00 (FN3) |

**"For Office Use Only"**

FN1 ______________________  FN5 ______________________  FN6 ______________________  FN7 ______________________

FN2 ______________________

FN3 ______________________

CK  CC  MO  Cashier  Elec Check  Cash

Number ______________________  Transaction # ______________________  Amount $ ______________________

Revised June 15, 2018