



# APPLICATION FOR FOOD ESTABLISHMENT LICENSE

(Food, Mobile Unit, Retail Food Store, Non-NSLP Schools)

**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:

### Mail Renewal To:

- Establishment     Optional Address                       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 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

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

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

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>

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                       Mobile Unit                       Non-NSLP School                       Retail Food Store

**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.

Size	Application Fee	+	License Fee	=	Total Fee Due
<input type="checkbox"/> Less than 5,000 sq. ft.	<b>\$225.00</b> (N01)		<b>\$225.00</b> (S01)		<b>\$450.00</b>
<input type="checkbox"/> 5,000 to 10,000 sq. ft.	<b>\$300.00</b> (N11)		<b>\$295.00</b> (S11)		<b>\$595.00</b>
<input type="checkbox"/> 10,001 to 50,000 sq. ft.	<b>\$325.00</b> (N51)		<b>\$450.00</b> (S51)		<b>\$775.00</b>
<input type="checkbox"/> Over 50,000 sq. ft.	<b>\$350.00</b> (N91)		<b>\$625.00</b> (S91)		<b>\$975.00</b>

**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.

<input type="checkbox"/>	<b>Application Fee</b> <b>\$200.00</b> (N02)	+	<b>License Fee</b> <b>\$160.00</b> (S02)	=	<b>Total Fee Due</b> <b>\$360.00</b>
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**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.

<input type="checkbox"/>	<b>Application Fee</b> <b>\$175.00</b> (N03)	+	<b>License Fee</b> <b>\$110.00</b> (S03)	=	<b>Total Fee Due</b> <b>\$285.00</b>
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**\*\*For Office Use Only\*\***

N01 _____	S01 _____	N11 _____	S11 _____
N02 _____	S02 _____	N51 _____	S51 _____
N03 _____	S03 _____	N91 _____	S91 _____

CK CC MO Cashier

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