



City of TONGANOXIE, KANSAS

BUSINESS LICENSE APPLICATION

321. S. Delaware · PO Box 326 · Tonganoxie, KS 66086 · 913.845.2620 · info@tonganoxie.org

Select one:

- ☐ New Application
☐ Annual Renewal

Select one:

- ☐ Registered Entity
☐ Sole Proprietor

Date: _____

Legal Business Name: _____

Physical Address: _____ City, State, and Zip Code: _____

Mailing Address: _____ City, State, and Zip Code: _____

Business Phone : _____ Email Address: _____

Owner/CEO Name: _____ Direct Phone: _____

Owner/CEO Address (if different): _____ City, State, and Zip: _____

E-Mail Address _____ Send Yearly Renewal Reminder by Email (Y/N)? _____

Emergency Reference: Person to notify in case of emergency other than business owner? (Example: Business Manager, Partner, Property Owner, Spouse, Etc.)

Name: _____ Address: _____

Phone: _____ Relationship: _____

Description of Business: ☐ Commercial – General
☐ Commercial – Home Based
☐ Non-Profit

Type of Service or Product: _____

Mechanical, electrical and plumbing contractors must provide a copy of their applicable Johnson County contractor's license before the application will be approved. Daycares must provide a copy of a current state daycare license before the application will be approved.

The application fee for a business license is \$50.00. Applications for renewal of a business license received after January 31 of each year will be subject to late fees, as outlined in Tonganoxie Municipal Code.

By signing below, I hereby affirm that my business is active and in good standing with any requirement of the State of Kansas for my type of business, including, but not limited to, registrations, taxes, licenses, certifications, permits, or inspections. Failure to maintain the business in good standing with any State requirement may result in suspension of the City business license.

Applicant Signature: _____

CITY USE ONLY

Date Paid: _____ Amount: _____

Payment Type:

- Cash
Check
Credit Card

License Number: _____

City Administrator or Designee Approval: _____

Checklist for new business applications:

- Fire Inspection
Building Inspection
Zoning Type Verification