



Business License Division

Neighborhood Resource Center

Unified Government of Wyandotte County and Kansas City, Kansas

4953 State Avenue
Kansas City, Kansas 66101
www.wycokck.org/business

Phone: (913) 573-8780
Fax: (913) 573-8622
Email: businesslicense@wycokck.org

Home Occupation License Memorandum

General Information:

Applicant(s) Name: _____ **Business Name:** _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Email: _____

Business Information:

Choose one: New Business Existing Business Moving Locations

What type of business are you operating: _____

What part of the business is done in the home: _____

Will any equipment, such as vehicles, or inventory from the business be stored in the home or on the property:

Yes No If Yes, explain: _____

Will any vehicles with a gross vehicle weight of over 10,000 be kept on the property: Yes No

Are any sale items received at or shipped from the property: Yes No

Will supplies for crafting items be kept at the home (if applicable): Yes No N/A

For food-based businesses only:

Where will the food be prepared: _____

Where is the food truck parked/stored when not in use (if applicable): _____

For Daycares only:

How many children will be on-site at a time: _____

I hereby certify that the proposed home occupation is to be conducted wholly within my home, located at the above-mentioned address and that I will not violate any restrictions of the Unified Government Code of Ordinance or those set forth by Section 27-609(1)(a-f) as follows:

- a. No exterior advertising or signs will be erected and no outside display or activity that depicts other than residential activity will be allowed. Advertising shall not include any address, but only a telephone number.
- b. Only members of the immediate family residing on the premises will participate in the home occupation on the premises.
- c. No machinery or equipment will be used that will interfere with radio or television reception on nearby property.
- d. No heavy equipment, trucks of greater than 10,000 pounds Gross Volume Weight Ratio (GVWR) or other objects that are not typically residential in character will be stored on the premises
- e. No sales of merchandise will be conducted on the premises, and no service will be rendered that will require customer presence except on an irregular and incidental basis.
- f. No inventory or storage, other than samples, is maintained on the premises. Home occupations that do not meet the criteria of this subsection shall be permitted only by special use permit but must meet accessory use requirements regarding storage of equipment, material, or vehicles.

Once approved by Planning + Urban Design and Building Inspection Staff, you will complete the registration process with the Business License Division.

Business Representative Signature: _____ Date: _____

STAFF USE ONLY

Parcel Number: _____

Zoning District: _____

Special Use Permit Required? Yes No SUP Number: _____

Approved Denied

Explanation of Denial: _____

Staff Name: _____ Staff Signature: _____