

The Kansas Department of Agriculture 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 business 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 grocery store. In addition to license requirements by the Kansas Department of Agriculture, 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 grocery store in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The <a href="#">KSBDC</a> is a network of service centers located throughout Kansas offering business consulting to small businesses. To locate the KSBDC office nearest you, please click <a href="#">here</a> or call the main office at 785-296-6514.	Prior to starting
	Center for Engagement and Community Development*	<a href="#">Kansas Rural Grocery Store Initiative</a> partners with organizations to create new models for rural business development and sustainability among grocery stores in rural communities. Contact 785-532-6868 for more information.	Prior to starting
	Kansas Business Center*	The <a href="#">Kansas Business Center</a> is a resource for information, filings, and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.	Prior to starting
	Office of the Secretary of State	Complete the appropriate <a href="#">filings and forms</a> for a business entity required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Review all pertinent information about <a href="#">Cigarette/Tobacco Products</a> . A <a href="#">retail counter cigarette license</a> is required for any business selling cigarettes over-the-counter. The license fee is \$25 for each location and must be renewed every two years. Contact Liquor/Cigarette/Tobacco Tax at 785-368-8222.	Prior to starting
	Department of Agriculture, Food Safety & Lodging	Complete the <a href="#">Food Establishment License</a> . For more information, visit the <a href="#">Food Safety &amp; Lodging</a> website, or call 785-296-5600.	Prior to starting, Before April 1
	USDA Food and Nutrition Service	<a href="#">Apply online</a> to accept Supplemental Nutrition Assistance Program (SNAP) benefits at your store, or call 877-823-4369.	Reauthorization every 5 years
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a grocery store with scales must hire a <a href="#">licensed service company</a> to <a href="#">test the scales</a> once annually. Grocery stores with gas stations must hire a <a href="#">retail fuel service company</a> to test the <a href="#">fuel pumps</a> . Visit the <a href="#">Weights &amp; Measures</a> website for more information, or call 785-862-2415.	Annual service
	Department of Agriculture, Pesticides and Fertilizers	Any retail business (including grocery stores, convenience stores and hardware stores) that retails pesticide products <u>other than</u> those ready-to-use general use pesticide products which: (a) are to be applied undiluted, in accordance with use instructions shown on the pesticide's label; and (b) are to be applied by homeowners or occupants to control pests in and around the family dwelling and associated structures; must complete the <a href="#">Pesticide Dealer Registration and Application</a> .	Prior to July 1
	U.S. Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB)	Retail beverage alcohol dealers are required under federal law to fill out the <a href="#">Alcohol Dealer Registration</a> . Consult the <a href="#">TTB website</a> for more information, or to <a href="#">apply online</a> .	Prior to opening
	Kansas Department of Revenue, Alcoholic Beverage Control (ABC)	Kansas law restricts the sale of alcohol in grocery stores to 3.2 beer only; Kansas grocery stores do not have to apply for a Kansas Liquor License as a result. Other forms may be required. It is recommended to <a href="#">contact ABC</a> for further information at 785-296-7015. Other useful information regarding alcohol sales can be found on the <a href="#">ABC website</a> . For the sale of cigarettes and tobacco, complete the <a href="#">Cigarette Application License</a> and the <a href="#">Business Tax Application</a> . More information can be found on the <a href="#">Cigarette/Tobacco Products website</a> or by calling 785-368-8222 extensions 5 then 4.	Prior to opening, every two years for tobacco



# Grocery Store Licensing Guide

✓	Department	Description	Renewal
	Kansas State Board of Pharmacy	Certain applications and forms are necessary to complete for sales on non prescription and prescription drugs. Review the full list of <a href="#">applications and forms</a> , or contact 785-296-4056.	Varies
	Kansas Lottery	If selling lottery tickets, complete the <a href="#">KS Lottery Application</a> . For more <a href="#">information</a> call 1-800-322-5688.	
	U.S. Department of Health and Environment, Bureau of Air	<a href="#">Gasoline dispensing facilities</a> are subject to a federal air regulation. Contact the Kansas Department of Health and Environment, Bureau of Air, at 785-296-1542.	Life of facility
	Department of Health and Environment, Bureau of Environmental Remediation, Storage Tank Section	There are multiple steps required for aboveground and underground storage tanks for grocery stores selling gasoline. Review the overview for <a href="#">aboveground</a> and <a href="#">underground</a> storage units. The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has <a href="#">program highlights and registration requirements</a> . For permitting, call 785-296-6372.	August 1
	Kansas State Fire Marshall	For aboveground oil storage tanks, review the inspection <a href="#">checklist</a> and complete the <a href="#">Aboveground Storage Tank Application</a> . For more information, contact 785-296-8606.	Upon starting

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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.  
 \* Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

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