

# APPLICATION FOR FOOD PROCESSING OR STORAGE LICENSE



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](http://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 \_\_\_\_\_

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

**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/rc-food-safety/credit-card-eft-food-cc-october-2017.pdf?sfvrsn=4>

**Please mark the appropriate box below. This will be verified during initial inspection.**

**1. Food Processing Plant:** Manufacturing, preparing, packaging or labeling includes cooking, canning, extracting, extruding, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling, packaging, or any treatment or preservation process; the receipt and salvaging of distressed food for sale or distribution to other business entities such as food establishments, food warehouses and other food processing plants.

	<u>Application Fee</u>	+	<u>License Fee</u>	=	<u>Total Fee Due</u>
___ Less than 1,000 square feet	\$ 175.00		\$ 150.00 (PR1)		\$ 325.00 (PN1)
___ 1,000 to 5,000 square feet	\$ 200.00		\$ 200.00 (PR2)		\$ 400.00 (PN2)
___ 5,001 to 10,000 square feet	\$ 250.00		\$ 275.00 (PR3)		\$ 525.00 (PN3)
___ 10,001 to 50,000 square feet	\$ 300.00		\$ 325.00 (PR4)		\$ 625.00 (PN4)
___ more than 50,000 square feet	\$ 350.00		\$ 400.00 (PR5)		\$ 750.00 (PN5)

Please check the box(s) that describes the primary type(s) of business that you operate within the facility:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| ___ Food Manufacturer              | ___ Pet Food Manufacturer        |
| ___ Mill/Elevator                  | ___ Meat Processor               |
| ___ Soft Drink/Soda Bottling Plant | ___ Food Salvor                  |
| ___ Winery                         | ___ Ice Plant                    |
| ___ Brewery                        | ___ Cider Mill                   |
| ___ Food Repacker                  | ___ Sprouter                     |
| ___ Bottled Water                  | ___ Fruit and Vegetable Market   |
|                                    | ___ Other _____ (Please Specify) |

**2. Food Storage Facility:** Storing includes any premises, establishment, building, room area, facility, or place, in whole or in part, where food is stored, kept, or held, regardless of whether the food is temperature controlled, for distribution to other wholesalers, to retail food stores, food service establishments, or any other facility which sells or distributes to the ultimate consumer.

	<u>Application Fee</u>	+	<u>License Fee</u>	=	<u>Total Fee Due</u>
___ Less than 1,000 square feet	\$ 150.00		\$ 160.00 (WR1)		\$ 310.00 (WN1)
___ 1,000 to 5,000 square feet	\$ 200.00		\$ 175.00 (WR2)		\$ 375.00 (WN2)
___ 5,001 to 10,000 square feet	\$ 250.00		\$ 250.00 (WR3)		\$ 500.00 (WN3)
___ 10,001 to 50,000 square feet	\$ 300.00		\$ 300.00 (WR4)		\$ 600.00 (WN4)
___ more than 50,000 square feet	\$ 350.00		\$ 350.00 (WR5)		\$ 700.00 (WN5)

**\*\*For Office Use Only\*\***

PN1 \_\_\_\_\_ PN2 \_\_\_\_\_ PN3 \_\_\_\_\_ PN4 \_\_\_\_\_ PN5 \_\_\_\_\_  
 WN1 \_\_\_\_\_ WN2 \_\_\_\_\_ WN3 \_\_\_\_\_ WN4 \_\_\_\_\_ WN5 \_\_\_\_\_

CK CC MO Cashier Elec Check Cash

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