

CITY OF WESTWOOD, KANSAS
OCCUPATIONAL/BUSINESS LICENSE APPLICATION



APPLICATION YEAR: _____
License Period: January 15, 20____ through January 14, 20____

Legal Name of Business: _____

DBA Name: _____

Business Street Address: _____

Business Mailing Address: _____

Business Phone Number: _____ Email: _____

Type of Business: _____ Website URL: _____

Independently Owned ☐ Franchise ☐

Federal Tax ID #: _____ KS Retail Sales Tax #: _____

Anticipated Sales Tax Filing Frequency: ☐ Annually ☐ Quarterly ☐ Monthly ☐ Other ☐ Not Applicable

Number of Employees: Full Time: _____ Part Time: _____ Business Hours: _____

Business Owner/ Agent: _____

Home Address: _____

Phone Number: Primary _____ Email: _____

Local Contact: _____

(if different from above)

Signature of Owner/Agent/Manager

Date

☐ I declare & acknowledge that all of the statements made herein are correct and true

Fee Schedule:

- ☐ Home Occupation - \$25.00
- ☐ Indoor/Outdoor Recreational Facility - \$350.00
- ☐ Attorney registered per K.S.A. 20-3127 – Exempt \$0.00
- ☐ Non-Profit or Government Entity - Exempt \$0.00
- ☐ Massage Therapy Establishment – Additional \$50.00
- ☐ All other Non-Residential Use

_____ square feet of greatest area – any floor – any use - @ \$.05/sq ft

_____ square feet of other floor area used for retail @ \$.05/sq ft

_____ square feet of outside display or drive-in area @ \$.005/sq ft

_____ Total License Fee (Add 10% of total for each additional 30 days' delinquency)

For Office Use Only	
Check #	Receipt #
License:	
Approved by:	Date:

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LICENSE INFORMATION

1. Pursuant to Chapter 5, Article 3, Section 5-303, as amended, occupation licenses and fees are required for all businesses in the City of Westwood, Kansas.
2. Information provided on this application may be forwarded to the Kansas Department of Revenue for purpose of verifying compliance with the provisions of the Kansas Retailers Sales Tax Act, K.S.A. 79-3601 et seq., as amended. Such information shall be subject to the confidentiality provisions set forth in K.S.A. 79-3614.
3. An additional annual fee applies to Massage Therapy Establishments per Chapter 5, Article 4 of the Westwood City Code. Please contact the City Clerk at (913) 362-1550 for further information.
4. Annual occupation licenses expire on January 15th of each year. Businesses that begin operation on or after July 1st of any year are charged one-half of the annual fee.
5. Any person operating what is commonly known as a leased department in a business establishment shall pay the fee applicable to the business conducted by the department per 5-107 of the Westwood City Code.
6. Applications and fees are due at the Office of the City Clerk, Westwood City Hall, 4700 Rainbow Boulevard, Westwood, KS 66205.
7. Add 10% penalty if paying after the close of the business day February 15th. Add an additional 10% penalty for each additional 30 days' delinquency.
8. For further information visit https://www.westwoodks.org/occ_businesslicense.