



City of Basehor

1600 N. 158th St. – P.O. Box 406, Basehor, KS 66007

913-724-1370 – cityofbasehor.org

BUSINESS LICENSE APPLICATION

Application Fee \$50.00 / Late Fee of \$50.00 applied after January 31st for all license renewals

Business Name: _____

Legal Business Name (if different than DBA): _____

Type of Business: _____

Contact Name & Title: _____

Phone: _____ Email: _____

Business Address: _____

Street Address – PO Box

City, State Zip

Mailing Address: _____

Street Address – PO Box

City, State Zip

Preferred Correspondence by: Letter ☐ Email ☐

Is this a brand-new business? YES ☐ NO ☐

Is this a renewal for a new year? YES ☐ NO ☐

Is this business located in a Basehor residence? YES ☐ NO ☐

Is this business located within the Basehor City Limits? YES ☐ NO ☐

REQUIRED INFORMATION:

The following requirements must be attached when completing the City of Basehor Business License Application.

1. Is the owner and/or business current with the State of Kansas on their state taxes? Yes ☐ No ☐
2. Please provide a copy of your Certificate of Tax Clearance from the state of Kansas. *The form can be obtained <https://www.ksrevenue.gov/taxclearance.html>* (this does not pertain to sales tax). This applies to all businesses, regardless of office location.
3. A copy of your Liability Insurance.
4. Employer FEIN: _____
5. Johnson County Contractors Association License number: _____ (if applicable).

Failure to provide the required documents will delay the processing of your business license and possibly any permits of which were applied for.

I, _____, certify the above written information to be true and correct.
Please Print

Authorized Signature

Date _____

Office Use Only

Visa / MC / Discover / CK # _____ Receipt # _____ Tax Clearance ☐ Insurance ☐

Biz. Lic. #: _____ Property Zoned As: _____ Verified by: _____