



Home Business License / Limited Home Day Care Permit
 12350 W 87 Street Pky Phone: 913-477-7500
 Lenexa, KS 66285-4888 Fax: 913-477-7730
www.lenexa.com

Start Date: _____

Applicant Name: _____ Phone: _____

Address: _____

Day Care Name: _____ Cell: _____

E-Mail: _____ Fax: _____

Note: The City may convert to e-billing in the future. Is so, there may be a processing fee to forward the invoice via U.S. Mail. Will you opt for the e-billing program?

_____ Yes _____ No
Business/Billing E-mail Address, if different from above

Property Zoning Designation: _____

Name of Subdivision: _____

Is there a Homes Association for this subdivision? Yes _____ No _____

Note: Before applying for this Business/Home Day Care Permit, you should verify whether the homes association has any private covenants and/or restrictions which may affect the ability to have a home based business.

Number of individuals for which care will be provided: _____

Note: Home day care is limited to providing care for no more than six (6) individuals. The total of six (6) individuals must include the day care provider's own children under 16 years of age.

Number of providers living in the home: _____ Number that do not live in the home: _____

Note: In-home limited and general daycare providers shall reside on the premises and have not more than 1 employee other than persons who reside on the premises.

Hours of operation: Days of week: _____ Hours: _____

Where will the outdoor activity area be located? _____ Back yard _____ Side Yard

Note: Outdoor activity areas shall not be located in the required front yard.

[Section 2-1-A-1 BUSINESS LICENSE TAX OR FEE REQUIRED](#)

Unless otherwise provided in this Title, no person, either as principal officer, agent, servant or employee, shall conduct, pursue, carry on or operate in the City any business, trade, occupation or profession or render or furnish any service without first making application to the City for a License and the occupational tax set forth in Section 2-12-A-1 and/or the occupational fee adopted by ordinance, resolution, or as otherwise permitted.

[Section 4-1-B-24-F-8 HOME OCCUPATIONS](#)

These home occupation standards are intended to permit the establishment of certain incidental and accessory home occupation uses in residential neighborhoods under conditions that will ensure their compatibility with the residential character of the neighborhood. They are intended to permit residents to engage in home occupations that are compatible with residential land uses and to ensure that home occupations do not adversely affect the integrity of residential areas.

Supplementary use standards shall apply to daycare (limited, general and commercial) uses.

[See Section 4-1-B-23 SUPPLEMENTARY USE REGULATIONS](#)

Payment Options

All Business License fees may be paid by check (made payable to the City of Lenexa), credit card or cash. If you prefer to pay by credit card, you can fax or e-mail your Business License application to us and we will contact you for your credit card info or, if you prefer, call our customer service staff with your credit card information.

I hereby affirm the above statements are true and correct. I have read Lenexa's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of the permit/license.

Date: _____ Applicant Signature: _____

Date: _____ Landlord Signature: _____

FOR OFFICE USE ONLY

Approved _____ Denied per UDC Section _____

Date: _____ By: _____

Stipulations of approval:

- 1) Must maintain a current City of Lenexa business license.
- 2) Must maintain a current Kansas Department of Health & Environment Child Care License.
- 3) The home day care cannot be housed in an accessory structure and/or garage.
- 4) Shall not exceed six (6) children to include the day care provider's children under 16 years of age.
- 5) A home day care cannot be located in an apartment.
- 6) A home occupation may operate only between the hours of 6:00 A.M. and 9:00 P.M.
- 7) The operator must reside on the premises in which the home occupation takes place.
- 8) No more than 1 other person shall be engaged in the home occupation other than the residents.
- 9) _____

Kansas State License dated _____

License Effective Date FROM _____ TO _____

Fee: _____ Business License Number _____

Cash _____ CC _____ CK # _____ Receipt # _____