



# OPENING A NEW BUSINESS IN OLATHE

## WELCOME!

The **City of Olathe** welcomes you as a potential new business to the community!

Olathe offers a healthy economic environment where businesses thrive and prosper.

This flyer answers frequently asked questions about opening a business in Olathe.

Please visit [olatheks.org/government/public-works/development-resources](http://olatheks.org/government/public-works/development-resources) for more information and to get required forms.

## OPENING A BUSINESS CHECKLIST

- Register your business with the State of Kansas.
- If applicable, get a Kansas Sales Tax ID Number.
- Make sure your business services are allowed based on the selected property's zoning/site specific ordinances.
- If applicable, get a building permit.
- Get an occupancy permit.
- If applicable, get a business license from Olathe.
- Make sure proposed signage is within Olathe Ordinance rules and Johnson County permit regulations.
- Apply for a sign permit.

## ZONING

Ensure your business services are permitted under Olathe's Unified Development Ordinance (UDO) before leasing or purchasing a building site. To ensure appropriate zoning and parking requirements, contact the Planning Division at 913-971-8750 or via OlatheConnect.

## BUILDING AND OCCUPANCY PERMITS

Contact the Building Codes Division at 913-971-7900 or via OlatheConnect to find out if you need a building permit or to get an occupancy permit.

## HOME OCCUPATION SUPPLEMENTAL USE PERMIT

Contact the Planning Division at 913-971-8750 or via OlatheConnect to find out if home occupations are allowed at your proposed site. Applicants should also contact their Home Owners Association (HOA), if applicable, regarding possible restrictions.

## SIGNAGE

Contact the Community Enhancement Division at 913-971-7900 or via OlatheConnect for information about signage requirements and permits. You can also view information regarding signage permits on the Building Codes page under the Government tab on OlatheKS.org.

## RETAIL REGISTRATION

A retail registration is required if your business collects sales tax. Visit the City Clerk page under the Government tab on OlatheKS.org.

If your business collects sales tax, your state sales tax number is required on the City's retail registration form. To apply for a state sales tax number, contact the Kansas Department of Revenue at 785-368-8222 or email [KDOR\\_tac@ks.gov](mailto:KDOR_tac@ks.gov).

## OLATHE REQUIRED BUSINESS LICENSES

Contact the City Clerk's office at 913-971-8675 if you have questions regarding business licenses:

### Cereal Malt Beverage

Corporate | Individual | Partnership

### Liquor

Caterer | Drinking Establishment  
Private Club | Retail | Temporary

### Massage

Establishment | Therapist

### Pawnbroker/Precious Metal Dealer

### Distance Restricted Business

Bail Bond | Small-Box Discount Retailer  
Title Loan | Payday Loan

### Taxi

Company | Driver

### Tow Company

### Individual Trade Licenses (DIY)

Contact the Building Codes Division at 913-971-7900 if you have questions.

## UTILITIES

Search utility services provided at your business address at [ims.jocogov.org/locationservices/](https://ims.jocogov.org/locationservices/). Contact the appropriate utility company to start utility services:

|   |  |   |
|---|--|---|
| <b>Electricity</b><br>KCPL<br>Westar Energy*  | <b>Natural Gas</b><br>Atmos Energy   | <b>Trash Services</b><br>City of Olathe** |
| <b>Water</b><br>City of Olathe*<br>Water District No. 1<br>of Johnson County*<br>(WaterOne) | <b>Wastewater Treatment</b><br>City of Olathe*<br>Johnson County Wastewater* |   |

\* These providers serve a portion of Olathe.

\*\* There are other providers that serve Olathe.

## ALARM SYSTEM

Olathe requires businesses to register all burglar and fire alarm systems each year. Contact the Olathe alarm coordinator at 913-971-8530 or register online.

## SALES TAX RATES

The sales tax rate is 9.475%, unless you are located in a special taxing district. For more information, visit the Finance Services page under the Government tab on OlatheKS.org.

| SALES TAX - CITY OF OLATHE, KS         |        |        |                                |
|--|--------|--------|--------------------------------|
| Type of Tax                            | Amount | Source | Total                          |
| State Tax                              | 6.500% | State  | 6.500%                         |
| General Tax County                     | .500%  | County | 1.475%                         |
| Public Safety Tax                      | .250%  |        |                                |
| Storm Sewers Tax                       | .100%  |        |                                |
| Public Safety Capital & Operations Tax | .250%  |        |                                |
| Education Triangle Tax                 | .125%  |        |                                |
| Courthouse Tax                         | .250%  |        |                                |
| General Tax                            | 1.000% | City   | 1.500%                         |
| Street Maintenance Sales Tax           | .375%  |        |                                |
| Park Sales Tax                         | .125%  |        |                                |
|  |        |        | <b>Total Tax Rate - 9.475%</b> |

## BUSINESS RESOURCES

### Kansas Business Center

785-296-5059 or 800-452-6727

Email [helpcenter@ink.org](mailto:helpcenter@ink.org)

### Olathe Chamber of Commerce

18001 W 106th St, Suite 160

Olathe, KS 66061

913-764-1050

## CITY OF OLATHE CONTACTS

|                                    |              |
|------------------------------------|--------------|
| <b>City of Olathe - Main Line</b>  | 913-971-8600 |
| <b>Alarm Coordinator</b>           | 913-971-8530 |
| <b>Building Codes</b>              | 913-971-7900 |
| <b>City Clerk's Office</b>         | 913-971-8521 |
| <b>Economic Development</b>        | 913-971-8680 |
| <b>Fire Dept. - General Info</b>   | 913-971-7900 |
| <b>Planning</b>                    | 913-971-8750 |
| <b>Police Dept. - General Info</b> | 913-971-7500 |
| <b>Public Works</b>                | 913-971-9045 |
| <b>Utilities and Trash</b>         | 913-971-9311 |