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 for more information and to get required forms.

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.

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.
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/. Contact the appropriate utility company to start utility services:

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Total Tax Rate - 9.475%

BUSINESS RESOURCES
Kansas Business Center
785-296-5059 or 800-452-6727
Email helpcenter@ink.org

Olathe Chamber of Commerce
18001 W 106th St, Suite 160
Olathe, KS 66061
913-764-1050

CITY OF OLATHE CONTACTS
City of Olathe - Main Line 913-971-8600
Alarm Coordinator 913-971-8530
Building Codes 913-971-7900
City Clerk’s Office 913-971-8521
Economic Development 913-971-8680
Fire Dept. - General Info 913-971-7900
Planning 913-971-8750
Police Dept. - General Info 913-971-7500
Public Works 913-971-9045
Utilities and Trash 913-971-9311

ALARM SYSTEM
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SALES TAX RATES
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SALES TAX - CITY OF OLATHE, KS

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