



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-3081 / Fax 316-788-6067
www.derbyks.com

Application for Business Registration

Application Date: _____

Application Fee
\$20.00

Annual Renewal Due by Dec 31
\$20.00

Late Fee Charged For Renewals After Jan 31

Check if Home Occupation

Legal Business Name (indicate if LLC, Inc., P.A., Corporation, Sole Proprietorship, Partnership)

Common Business Name / Doing-Business-As (DBA)

Type of Business (Medical, Retail, Restaurant, Salon, etc.)

Opt out of business information sharing

(Business name, address, phone # won't be shared on City website new business report or with local newspaper)

Other Licenses:

- Alcohol _____
(CMB, DEL, Club, RL)
- Massage Therapy
- Precious Metal/Pawn
- Solid Waste Collection
- _____

Physical Local Address (street # & suite, city, state, zip)

Zoning District

Mailing Address (if different from physical local address)

() _____
Local Business Phone #

() _____
Business Fax #

_____ / _____
Business E-mail Address (For Staff Use & Notifications)

Days of Operation

Hours of Operation

Total Square Footage

Full Time Employees

Part Time Employees

BUSINESS CONTACT INFORMATION

Owner/Operator (primary contact)

Address (street #, city, state, zip)

Cell Phone

Manager or Local Contact

Address (street #, city, state, zip)

Cell Phone

Other Business Contact

Address (street #, city, state, zip)

Cell Phone

If business is affiliated with a Corporation, Partnership or Franchise, please complete the following:

Name

Address (street #, city, state, zip)

Business Phone

ALARM & CLEANING SERVICE INFORMATION

(This information will be used by the Police Department to contact a responsible party in the event of an emergency)

Alarm Type (Check One): None

Burglar: Audible Silent

Hold-Up: Silent

Alarm Company Name

Alarm Company Phone

After Hours Phone (Emergency)

Cleaning Service Name

Cleaning Service Phone

After Hours Phone (Emergency)

To Be Completed by Development Manager		
<input type="checkbox"/> Email Group Notification List	<input type="checkbox"/> Special Event Business List	<input type="checkbox"/> Registered Business Decal
City Planner Approval / Date	Fire Department Inspection Date Approved	Building Official Inspection Date Approved
DM & Zoning Comments:		