



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-1519 / Fax 316-788-6067
 www.derbyweb.com

Application for Business Registration

Application Date: _____

Initial Fee
\$20.00

Annual Renewal
\$20.00

Renewal (After 1/31)
\$30.00

Common Business Name (DBA) _____

Legal Business Name (if different from DBA) _____

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

**PLEASE NOTIFY US IF YOU DISCONTINUE
YOUR BUSINESS – THANK YOU**

Check if Home Occupation

Physical Address _____

Zone District _____

Permission to release business information to media

Mailing Address (if different from Physical Address) _____

() _____
Business Phone #

() _____
Business Fax #

Business E-mail Address (For City Use – Public Notifications) _____

Days of Operation _____

Hours of Operation _____

Total Square Footage _____

Full Time / Part Time Employees _____

BUSINESS CONTACT INFORMATION

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

Owner/Operator (primary contact) _____

Address _____

Home Phone _____

Cell Phone _____

Manager or Local Contact _____

Address _____

Home Phone _____

Cell Phone _____

Other Business Contact _____

Address _____

Home Phone _____

Cell Phone _____

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

Name _____

Address _____

Business Phone _____

Business Fax _____

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 Planning & Engineering Dept.		
City Planner Approval / Date	Fire Department Inspection / Date Approved	Building Official Inspection / Date Approved