



Valley Center, KS 67147
Phone: (316) 755-7310 EXT 111 Fax: (316) 755-7324
commdevasst@valleycenterks.org

BUSINESS LICENSE APPLICATION

FOR ONLINE FORM SUBMISSION PLEASE GO TO:

<https://valleycenterks.org/FormCenter/Community-Development-7/Business-License-Application-Contractor-55>

COMPLETE, PRINT AND SIGN FORM BELOW- then fax to 316-755-7324 or email to commdevasst@valleycenterks.org

New License Number _____ Renewal for License Number: _____

Business Name _____

Please print

Business Street Address (include PO Box) _____

City, State and Zip Code _____

Business Telephone No. _____ Cell Phone No. _____ FAX _____

Business Email _____

PRINT NAME/TITLE _____

_____ Date

SIGNATURE _____

The City of Valley Center Business License is valid from the date of purchase (new or renewal) for two years.

GENERAL CONTRACTOR BUSINESS LICENSE (Required: A copy of current proof of liability insurance & copy of Sedgwick County business license. *Roofers must provide a copy of the Kansas Attorney General's Roofing Certificate.)

First-time origination fee \$50 and/or *late renewal fee.

Please SELECT ONLY ONE FROM THE DROPDOWN MENU BELOW: (Per Class Type of Sedgwick County License)

TRADE CONTRACTOR BUSINESS LICENSE (Required: A copy of current proof of liability insurance & copy of Sedgwick County business license.) **Concrete Worker ONLY -No Sedgwick County Business license required

Electrical only -First-time origination fee \$50 and/or *late renewal fee. All other trades \$25.00 and/or *late renewal fee

Please SELECT ONLY ONE FROM THE DROPDOWN MENU BELOW: (Per Sedgwick County License)

*Late-fee will be charged on all Business Licenses renewed AFTER the expiration date of the current Business License

Payment methods accepted are Check, Visa, and Mastercard. Please make checks payable to: CITY OF VALLEY CENTER