CITY OF PRAIRIE VILLAGE

The Star of Kansas

To renew your Drinking Establishment and Administrative/Retail business licenses:

- **Prairie Village Administrative/Retail license**: Complete and return the license renewal by the due date shown on the form. If there are changes in management or contact information, please update the preprinted information as necessary.

  The fee for your Administrative/Retail license is based on the square footage your business occupies. The renewal form shows the amount due based on the the square footage you submitted last year. If your square footage has changed, please call me so I can calculate your updated fee.
- **Prairie Village Drinking Establishment license**: This license runs concurrently with your state license. In accordance with state guidelines, we issue a two year Drinking Establishment license. The fee for that license is $600.
- To renew your **state** liquor license, go to the the Kansas Department of Revenue's Alcoholic Beverage Control website at http://www.ksrevenue.org/abc.html.

To renew these licenses, please return your completed Admin/Retail renewal form a copy of your renewed Kansas Drinking Establishment license, and the licensing fee ($600 plus the amount shown at the bottom of the Admin/Retail renewal form) to:

Admin/Retail Licensing, City of Prairie Village, 7700 Mission Rd, Prairie Village, KS 66208

If you are **no longer operating your business** in Prairie Village or no longer require the Drinking Establishment license, please contact the City Clerk's Office at 913-385-4684 or email mcaldwell@pvkansas.com.

Michele Caldwell
City Clerk's Office
Enclosures