

Please note all seasonal vendors should be following # 5 below. And if you are serving prepared foods, any city, county, or state licenses or food handlers permit should be uploaded.

THE **CATEGORY** FIELD HAS TO BE ENTERED AS **30-SEASONAL**, THEN THE REST OF THE FIELDS POP UP.

You must add **“SEASONAL VENDOR”** The name of the event you are participating in with the permit # the organizer email to you, and describe the types of goods you are selling.

Type of goods sold is required as all food vendors are required additional information

DETAILED DESCRIPTION=**CHICK SEASONAL VENDOR PERMIT # 40-21** *{type of goods you sell}*

DO NOT ENTER RETAIL, otherwise the fields that pertain ONLY to seasonal vendors will not pop up.

(Although you may be a retailer, RETAIL category is used for those businesses that are located in LEAWOOD.)

Please advise if all vendors will be using a booth/table, as food trucks/vehicles vendors should enter required vehicle information in fields provided.

TEMP # 40-21 (PERMIT NUMBER TO USE)

IF ANY APPLY THE WEEK BEFORE, IT WILL BE DIFFICULT, IF NOT IMPOSSIBLE TO GET APPROVAL AND CERTIFICATE BEFORE THE EVENT DATE.

PLEASE FOLLOW INSTRUCTIONS BELOW FOR THE CHICK EVENT AND PLEASE PLEASE PLEASE PAY ATTENTION TO #5 AS THAT IS WHAT IS CAUSING THE MOST PROBLEMS!!!

Applying for or Renewing a Business/Occupational License

To apply or to renew a license, follow the steps below to setup your license in Citizenserve.

Apply for Your License / Renewal

1. Go to our online portal: <https://www.citizenserve.com/leawood>
2. Click **APPLY FOR A LICENSE** under Online Services.
3. Click **REGISTER NOW** on the right and create your account.
4. Select Business / Occupation License as your application type. Click renewal.
5. **SEASONAL VENDORS – PLEASE USE THE FOLLOWING:**

A. CATEGORY = 30 SEASONAL VENDORS

B. HOW MANY DAYS 1-4 OR MONTHLY OR ANNUAL LICENSE

C. ENTER THE DATES OF THE EVENT. IF THERE ARE MULTIPLE NON-CONSECUTIVE DATES, A NEW RECORD OR APPLICATION WILL NEED TO BE ENTERED.

D. DETAIL DESCRIPTION = SEASONAL VENDOR EVENT NAME AND PERMIT # PLEASE ADD TYPE OF GOODS SOLD.

6. Fill out the rest of the application and click submit.

Upon review and approval of your application, you will be notified by email the fee amount & you will PAY ONLINE.

The license certificate will be available after payment has been processed for you to print or to download/save.

Pay for Your License

1. Log in to the online portal: <https://www.citizenserve.com/leawood>.
2. Under Services, View License, License tab and Click on credit card icon Make a payment.
3. Enter in credit card information and submit.

You will receive an e-mail stating that your license has been generated.

Retrieve Your License

1. Log in to the online portal: <https://www.citizenserve.com/leawood>.
2. Go to Services, View License, Documents tab

3. Click on Business Certificate.pdf. It will pull up the business license and allow you to print it.

If you have any technical issues or questions concerning the website, please access the web-site tutorial or technicians for quick replies to your concerns.

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