



OCCUPATIONAL LICENSE APPLICATION

City of Merriam

9001 W. 62nd Street, Merriam, KS 66202-2815

Phone (913)322-5520 • Fax (913)322-5505 • Web site www.merriam.org

Occupational licenses expire on December 31st of each year and must be renewed by January 15th to avoid penalty. Penalty applies to businesses located in Merriam only.

BUSINESS INFORMATION Is this business: Minority Owned Woman Owned Not applicable
(select one) Certified or Self-reported

Application Date

Name of Business

(Please print business name as you would like it to appear in the occupational license certificate)

Business Street Address

City/State/Zip

Business Phone

Business/Co. Web Address

Email Address

Type of Business

Sq. Footage

of Employees

SUB-TYPE (Please check one)

Retail

Office

Warehouse

Contractor

Home Occupation

Other

Non-profit Organization

For Motel/Hotel or Nursing Home provide # of unit/rooms

OWNER and MANAGER INFORMATION

Owner Name

Owner Home Address

Owner Office Phone #

Owner Cell Phone #

Owner Email Address

Manager Name

Manager Phone #

By obtaining an Occupational License, I agree to abide by the ordinances contained in the City of Merriam Municipal Code of Ordinances, and any conditions placed upon the issuance of said License. I also hereby grant the City of Merriam, upon notice, the right to inspect the license property for compliance with said regulations.

Name

Signature

Title

PAYMENT METHOD: Cash, Check or Credit Card

Check #: _____ If paying by Credit Card please use Credit Card form or if filling out electronically, click on the image on right.



MERRIAM BUSINESSES ONLY-Must complete the Fire Pre-plan & Alarm Registration on page 2 and return to City Hall

FOR CITY STAFF ONLY

Zoning Classification :

Type Code # :

Payment Endorsement Area

Full

Half

Flat

Floor Area

FEE \$:

Approved By :

Special Instructions :

PRE-PLAN FOR FIRE PROTECTION & ALARM REGISTRATION APPLICATION

City Alarm Registration # _____ **Fire** **Police** **(please check one)**

This form MUST be updated annually for Merriam businesses only and return it to the City Hall

This form is being made available for all Merriam businesses to assist the Fire and Police Department in providing service to you during an emergency. Please complete this form and return to the City of Merriam. The information will be included in current pre-fire and alarm plans for your business and added to our records annually.

Name of Business _____

Street Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____ Email _____

Business Owner _____

Home Address _____

Home Phone _____ Cell Phone _____ Fax _____

Building Owner _____

Address _____

Phone _____ Cell Phone _____ Fax _____

Should the Fire or Police Department need to speak with a responsible party in case of an EMERGENCY associated with the alarm system the following persons will be phoned in the following order:

Name _____ Relationship _____

Work Phone # _____ Cell Phone # _____

Name _____ Relationship _____

Work Phone # _____ Cell Phone # _____

BUSINESS HOURS

Open _____ Closed _____ Exceptions _____

HANDICAP EMPLOYEES

Number _____ Location _____

TYPE OF STRUCTURE

Commercial Single Family Residence Apartment Single Store

Multiple Floor Basement Entry Other

ALARM INFORMATION

Type of Alarm Audible Silent Warning Light

System Denotes Intrusion Robbery Medical ER Fire

Alarm Co. Name _____

Address _____

Phone _____ Date of Alarm Activation _____

HAZARDOUS MATERIALS

Type _____ Location _____

Quantity _____ Name of Hazardous Material _____

SPECIAL CONDITIONS

Location of Utility Shut-offs: _____

Location and Name of Special Records & Documents: _____

Number of Floors _____ Below Ground Level Floors: **Yes** **No** Building Sprinkled: **Yes** **No**

Location/Type – Fire Protection Process: _____

Special Instructions to assist Fire/Police in protection lives/property during an emergency: _____

Date: _____ **Printed name :** _____ **Signature:** _____

OVERLAND PARK FIRE DEPARTMENT
Business (913)888-6066
Fax (913)888-8348

RETURN THIS FORM TO:
MERRIAM CITY HALL
ATTN: ADMINISTRATION OFFICES
9001 W. 62nd Street, Merriam, KS 66202

MERRIAM POLICE DEPARTMENT
Business (913)322-5560
Fax (913)322-5565
Alarm Coordinator (913)322-5564

FOR CITY STAFF: please scan and email to OPFD (ONLY Hazardous Materials businesses)