

Instructions:

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:** (ADDRESS= BUSINESS ADDRESS—**NOT EVENT ADDRESS.**)
 - 5a. **CATEGORY = 30 SEASONAL VENDORS**
 - 5b. **HOW MANY DAYS 1-4 OR MONTHLY OR ANNUAL LICENSE**
 - 5c. **ENTER THE DATES OF THE EVENT. IF THERE ARE MULTIPLE NON-CONSECUTIVE DATES, A NEW RECORD OR APPLICATION WILL NEED TO BE ENTERED.**
 - 5d. **DETAILED DESCRIPTION: SPRING CHICK EVENT SEASONAL VENDOR PERMIT # 8-24 (TYPE OF VENDOR/GOODS YOU SELL)**
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.

Licensing Dept.

City of Leawood

Licensing@Leawood.org