



City of Caney, Kansas
100 W 4th Ave.
Caney, KS 67333
(620) 879-2772
caneyks.com

08/26/2025

Subject: Annual Business License Renewal

Dear Business Owner,

This letter serves as a reminder that your City of Caney Business License is due for renewal. To ensure your business remains in compliance with City Ordinance No. 946, please complete the renewal process promptly.

Renewal information

- Current License Period: Your license must be renewed for the period from October 1, 2025 to September 30, 2026.
- Renewal Fee: All business licenses have a renewal fee of \$25.00.
- Professional Licenses: Plumbers and electricians must include a copy of their current insurance with the renewal application.

How to renew

Please follow the steps below to complete your business license renewal:

1. Complete the renewal form. Use a copy of the official Business License Application form available on the City of Caney website.
2. Submit payment. Remit the \$25.00 fee via check or money order, payable to the "City of Caney."
3. Return form and payment. You can submit your renewal in one of the following ways:
 1. By Mail: Send the completed form and payment to the City of Caney at the address listed above.
 2. In-Person: Deliver the form and payment to

[Caney City Hall](#), located at 100 W 4th Ave, Monday through Friday, between 8:00 a.m. and 4:30 p.m.

Important reminders

- Timely Submission: The City of Caney appreciates your prompt renewal. Submitting your application by the due date ensures uninterrupted licensing.
- New Application vs. Renewal: The same Business License Application form is used for both new and renewal licenses.
- Questions? For additional information, please call City Hall at (620) 879-2772 or visit our website at caneyks.com.

If your business installs or repairs roofs, the paperwork from the Attorney General's office needs to be attached to the back of the license application when sent back to City Hall. Without it your business will not be receiving a business license in the City of Caney.

If your business installs or repairs plumbing or electrical you are required to attach a copy of your commercial general liability insurance policy issued by an insurance company authorized to do business in the State of Kansas in the minimum amount of \$500,000 per occurrence and in the general aggregate.

Thank you for your continued operation and contribution to our community.

Sincerely,

Andrea Sibley,

City Administrator
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City of caney

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