Application Process

Submission of Initial Application to KSBHA

Licensing - Review of Application
(in order of date received)

Accounting - Process of Payment

Missing Items:
Missing Requirement Letter (MRL) sent by email

Once missing items rec'd

If items still missing

Complete Application:
Goes to Specialist for Final Review, who ensures accuracy & completeness

Legal Review

Approved:
Issued license, permit or certificate.
- New license letter sent via email
- Agency webpage updated
- Wall certificate mailed