

The Pre-Lease Checklist

Are you looking to find a space for your business? This checklist will help you figure out if you're truly ready—and what steps to take before signing that lease. From finances to foot traffic, we've got you covered.



RESEARCH & PLANNING

Before you invest in a physical space, it's essential to understand your market and have a strong business plan in place. Who are your customers? Where are they located? What do they need—and how do you stand out?

Visit the Overland Park Chamber website and check out the **Small Business Resources** page. Then, make sure to schedule some time at the **Small Business Development Center!**

SizeUp is another great tool for market research and is free to use on the Chamber's website!



LOCATION & LOGISTICS

Before choosing a location, visit the **Overland Park Planning Department** to confirm zoning, required upgrades (like restrooms, ramps, or fire sprinklers), and how your business can legally use the space.

If you're leasing, talk with the property owner about what's required for your space, and make sure all deliverables and responsibilities are written into the contract.

If you're remodeling, confirm who's handling the design—whether it's the property owner or your own hire—and include clear deadlines and penalties in the agreement. Be sure any design or construction professionals you hire are licensed through the State of Kansas and Johnson County Contract Licensing.



ACCESS & AWARENESS

Even if you're working with a professional architect or legal team, it's crucial that you stay involved. Make sure you're included in all account setup and communications related to the City's project portal. You'll receive updates, questions, and comments from the City Planning team—and staying engaged helps keep your project moving forward. Not sure where to start? Reach out to the City's **Planner of the Day** or **Plans Examiner of the Day** for guidance. They're here to help.

QUICK RESOURCES

Small Business Development Center

Address: 12345 College Blvd, Regnier
Center 240, Overland Park, KS 66210

Email: ksbdc@jccc.edu

Phone: (913) 469-3878

Overland Park Planning Department

Address: 8500 Santa Fe Drive,
Overland Park, KS 66212

Email: pod@opkansas.org

Phone: (913) 895-6217

City of Overland Park

Planner of the Day: (913) 895-6217

Plans Examiner of the Day: (913) 895-6225

Permits & Licensing

Search for a Licensed Contractor

Apply for Permits & Licensing (ePlace)