

LOCAL GOVERNMENT (SINGLE BUSINESS PERMIT) RULES, 2008

[L.N. 147/2008.]

1. These rules may be cited as the Local Government (Single Business Permit) Rules, 2008.
2. In these rules, unless the context otherwise requires—

“**Single business permit**” means a permit issued by a local authority under section 163 of the Act.

3. These Rules shall apply to all local authorities.
4. Where a person is issued with a Single Business Permit by one local authority to such permit shall be valid for the distribution of goods or provision of services within the area of any other local authority.
5. The form of registration for a Single Business Permit shall be in such form as the Minister may, from time to time, prescribe.
6.
 - (1) The fees payable in respect of a Single Business Permit in respect of the various classes of local authorities shall be as set out in the Schedule.
 - (2) The fees specified in the Schedule shall be applicable as follows—
 - (a) for Cities, columns, 8, 9 and 10;
 - (b) for Municipalities, columns 4, 5, 6, 7, 8 and 9;
 - (c) for Town and County Councils, columns, 1, 2, 3, 4 and 5.
 - (3) No local authority may base its fees and charges on a range which is higher than that specified for it in the Schedule.
 - (4) Notwithstanding paragraph (3), a local authority may base its fees and charges on a range which is lower than that which is specified for it in the Schedule.
 - (5) Any local authority which, on the date of coming into operation of these Rules, has fees and charges at a range which is higher than that specified in the Schedule shall adopt the charges specified therein at the beginning of the financial year beginning on the 1st July next following that date.
7.
 - (1) A local authority may select the appropriate range of fees to impose on business within its jurisdiction depending on the class under which it falls as indicated in the Schedule.
 - (2) A local authority shall, upon selecting a range of fees and charges as provided in paragraph (1), impose its fees and charges in amounts only within that range.
8. The selection of a range of fees and charges as required under these Rules shall be preceded by consultations held by the local authority with the business community and other stakeholders within its area of jurisdiction in the manner specified in Rule 9.
9.
 - (1) Where a local authority intends to adopt or change a range of fees and charges, it shall publish a notice of the intention to do so—
 - (a) in a newspaper of wide circulation in its area of jurisdiction;
 - (b) on a conspicuous part of the local authority notice boards; and
 - (c) in any other manner so as to bring it to the attention of the business community and stakeholders.
 - (2) The notice under paragraph (1) shall contain—
 - (a) the proposed fees and charges and their likely effect on business;
 - (b) an invitation to stakeholders to forward their comments and recommendations; and
 - (c) the date, venue and time of a consultative forum which shall be held to discuss the proposed

fees and charges.

10. (1) A local authority shall forward its proposed new fees and charges to the Minister for approval after the conclusion of the consultative process set out in rules 8 and 9.
- (2) The Minister may approve the proposals forwarded where he is satisfied, that the local authority has observed all the procedures prescribed under these Rules.
11. Notwithstanding any other provision of these Rules, all local authorities shall hold consultative meetings with the business community and representatives of stakeholder organizations within their areas of jurisdiction once in every quarter.

SCHEDULE

SINGLE BUSINESS PERMIT FEE SCHEDULE

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SINGLE BUSINESS PERMIT FEE SCHEDULE

BRIMS CODE	CATEGORIES OF BUSINESS											
100	GENERAL TRADE, WHOLE SALE, RETAIL, STORES, SHOPS, PERSONAL SERVICES Such as: Distributors, Traders, Wholesalers, Hypermarkets, Department Stores, Supermarkets, Retailers, Shops, Boutiques, Chemists, Butcheries, Personal Service Providers, Kiosks	Base Value	1	2	3	4	5	6	7	8	9	10
			250	300	350	400	500	600	700	850	1,000	1,200
103	Mega Store, Hypermarket Large Multi-Department Store, Hypermarket over 100 employees or Premises over 3,000 m ² . Prime Location	60	15,000	18,000	21,000	24,000	30,000	36,000	42,000	51,000	60,000	72,000
105	Large Trader, Shop, Retail Store or Personal Service from 21 to 100 Employees &/or Premises from 300 to 3000 m ² . Fair Location	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
110	Medium Trader, Shop or Retail Service from 5 to 20 employees &/or premises from 50 to 300 m ² . Fair Location	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
115	Small Trader, Shop or Retail Service up to 4 employees &/or Premises less than 50 m ² Far away Location	5	1,250	1,500	1,750	2,000	2,500	3,000	3,500	4,250	5,000	6,000
120	Kiosk Light or Temporary construction less than 5 m ²	4	1,000	1,200	1,400	1,600	2,000	2,400	2,800	3,400	4,000	4,800
195	Other Wholesale-Retail Traders, Stores, Shops and Services	4	1,000	1,200	1,400	1,600	2,000	2,400	2,800	3,400	4,000	4,800

SCHEDULE—continued

200	INFORMAL SECTOR Including: Hawkers, Street Vendors & Small Traders and Service Providers operating on the street, verandah or temporary building	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
205	Hawker with motor vehicle 1 person with motor vehicle	5	1,250	1,500	1,750	2,000	2,500	3,000	3,500	4,250	5,000	6,000
210	Hawker 1 person without a motor vehicle	4	1,000	1,200	1,400	1,600	2,000	2,400	2,800	3,400	4,000	4,800
215	Small Informal Sector Trader/Service Provider Shoeshine, Shoe repair, Street Vendor (newspapers, sweets, soda, cigarettes)	2	500	600	700	800	1,000	1,200	1,400	1,700	2,000	2,400
220	Semi Permanent Informal Sector Trader up to 2 persons operating in verandah or temporary building	3	750	900	1,050	1,200	1,500	1,800	2,100	2,550	3,000	3,600
295	Other Informal Sector Operation	2	500	600	700	800	1,000	1,200	1,400	1,700	2,000	2,400
300	TRANSPORT, STORAGE AND COMMUNICATIONS Such as: Maritime & Air Lines, International Carriers, Transportation Co-operating Taxis-Matatus-Buses-Lorries-Planes-Boats. Driving Schools, Tour/Safari Operators Petrol Stations, Storage Facilities, Cold Storage Facilities, Publishing Co. – Newspapers, Books, Texts – Telephone Co. Radio/TV Broadcaster, Internet Provider	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
305	Large Transportation Company over 30 vehicles	80	20,000	24,000	28,000	32,000	40,000	48,000	56,000	68,000	80,000	96,000
310	Medium Transport Company from 6 to 30 vehicles	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000

SCHEDULE—continued

315	Small Transport Company from 2 to 5 vehicles	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
320	Independent Transport Operator 1 vehicle	5	1,250	1,500	1,750	2,000	2,500	3,000	3,500	4,250	5,000	6,000
325	Large Petrol Filling Station over 6 pumps or with garage—workshop & retail shop	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
330	Medium Petrol Filing Station from 4 to 6 pumps or with garage workshop or retail shop	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
335	Small Petrol Filling Station up to 3 pumps and without garage workshop or retail shop	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
340	Large Cold Storage Facility over 1,000 m ² , insulated walls, cold production equipment	55	13,750	16,500	19,250	22,000	27,500	33,000	38,500	46,750	55,000	66,000
345	Medium Cold Storage Facility Between 100-1,000 m ²	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000
350	Small Cold Storage Facility up to 100 m ²	12	3,000	3,600	4,200	4,800	6,000	7,200	8,400	10,200	12,000	14,400
355	Large Storage Facility over 5,000 m ² . Godown Warehouse. Liquid Storage Tanks Complex	50	12,500	15,000	17,500	20,000	25,000	30,000	35,000	42,500	50,000	60,000
360	Medium Storage Facility from 1,000 to 5,000 m ²	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
365	Small Storage Facility up to 1,000 m ²	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
370	Large Communications Co over 100 employees &/or Premises over 5,000 m ²	90	22,500	27,000	31,500	36,000	45,000	54,000	63,000	76,500	90,000	108,000
375	Medium Communications Co from 16 to 100 employees &/or Premises from 1,500 to 5,000 m ²	55	13,750	16,500	19,250	22,000	27,500	33,000	38,500	46,750	55,000	66,000

SCHEDULE—continued

380	Small Communications Co up to 15 employees &/or Premises up to 1,500 m ²	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000
395	Other Transport, Storage and Communications	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
400	AGRICULTURE, FORESTRY & EXPLOITATION OF NATURAL RESOURCES Such as: Production of Coffee, Tea, Fruits, Flowers, Cereals, Vegetables and horticultural products. Grain Storage and Processing, Mills & Posho Mills, Bakeries, Forestry and Timber Production. Sawmills, Coal Production, Animal Breeding, Dairy Products Processing, Slaughter Houses. Mining and other Natural Resources Extraction Activities	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
405	Large Agricultural Producer, Processor, Dealer, Exporter over 50 employees	65	16,250	19,500	22,750	26,000	32,500	39,000	45,500	55,250	65,000	78,000
410	Medium Agricultural Producer/Processor/Dealer/Exporter from 11 to 50 employees	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000
415	Small Agricultural Producer/Processor/Dealer up to 10 employees	8	2,000	2,400	2,800	3,200	4,000	4,800	5,600	6,800	8,000	9,600
420	Large Mining or Natural Resources Extraction Operation over 50 employees	80	20,000	24,000	28,000	32,000	40,000	48,000	56,000	68,000	80,000	96,000
425	Medium Mining or Natural Resources Extraction Operation from 4 to 50 employees	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
430	Small Mining or Natural Resources Extraction Operation up to 3 employees. Includes quarries & small mining operations	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000

SCHEDULE—continued

495	Other Agricultural, Forestry and Natural Resources	8	2,000	2,400	2,800	3,200	4,000	4,800	5,600	6,800	8,000	9,600
500	ACCOMMODATION AND CATERING Such as: International Hotels, Tourists Camps, Lodging Houses, Restaurants, Bars, Eating Houses, Tea & Coffee Houses, Butcheries with Meat Roasting &/or Soup Kitchen Facilities, Membership Clubs, Night Clubs & Casinos	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
503	Large-High Standard Lodging House/Hotel D Class. Over 100 rooms	100	25,000	30,000	35,000	40,000	50,000	60,000	70,000	85,000	100,000	120,000
506	Medium-High Standard Lodging House/Hotel D Class. From 41 to 100 rooms	70	17,500	21,000	24,500	28,000	35,000	42,000	49,000	59,500	70,000	84,000
509	Small-High Standard Lodging House/Hotel D Class. Up to 40 rooms	50	12,500	15,000	17,500	20,000	25,000	30,000	35,000	42,500	50,000	60,000
512	Large Lodging House with Restaurant &/or Bar B/C Class. Basic Standard. Over 15 rooms	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
515	Medium Lodging House with Restaurant &/or Bar B/C Class. Basic Standard. From 6 to 15 rooms	35	8,750	10,500	12,250	14,000	17,500	21,000	24,500	29,750	35,000	42,000
518	Small Lodging House with Restaurant &/or Bar B/C Class. Basic Standard. Up to 5 rooms	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000
521	Large Lodging House B/C Class. Basic Standard. Over 15 rooms	40	10,000	12,000	14,000	16,000	20,000	24,000	28,000	34,000	40,000	48,000
524	Medium Lodging House B/C Class. Basic Standard. From 6 to 15 rooms	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000

SCHEDULE—continued

527	Small Lodging House. Basic Standard B/C Class. up to 5 rooms	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
540	Large Restaurant with Bar/Membership Club over 30 customers/members	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000
543	Medium Restaurant with Bar/Membership Club from 11 to 30 customers/members	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
546	Small Restaurant with Bar up to 10 customers	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
549	Large Eating House; Snack Bar; Tea House "Hotel", no lodging. No alcohol served. Over 20 customers	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
552	Medium Eating House; Snack bar; Tea House "Hotel", no lodging. No alcohol served. From 6 to 20 customers	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
555	Small Eating House; Snack Bar; Tea House "Hotel", no lodging No alcohol served. Up to 6 customers	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
558	Butchery with Roasted Meat and/or Soup Kitchen Any size	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
561	Large Bar/Traditional Beer Seller over 50 customers	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
564	Medium Bar/Traditional Beer Seller from 16 to 50 customers	12	3,000	3,600	4,200	4,800	6,000	7,200	8,400	10,200	12,000	14,400
567	Small Bar/Traditional Beer Seller up to 15 customers	8	2,000	2,400	2,800	3,200	4,000	4,800	5,600	6,800	8,000	9,600
571	Large Night Club/Casino over 500 m ²	50	12,500	15,000	17,500	20,000	25,000	30,000	35,000	42,500	50,000	60,000
574	Medium Night Club/Casino from 101 to 500 m ²	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000

SCHEDULE—continued

577	Small Night Club/Casino Up to 100 m ²	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
595	Other Catering and Accommodation	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
600	PROFESSIONAL & TECHNICAL SERVICES Such as: Firms &/or Individual offering Services on Legal Issues, Financial, Management, Engineering, Architecture, Valuing, Surveying, Accountancy, Secretarial Support, Data Processing, etc., Stock & Insurance Brokering, Security-Protection, Clearing-Forwarding Goods, Book Making, Kenya Sweepstakes Charity included. Banks, Forex Bureau Money Lenders; Hire-Purchase Company; Insurance Company; Real Estate Developing-Financing Company	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
605	Large Professional Services Firm over 10 practitioners &/or International affiliation	90	22,500	27,000	31,500	36,000	45,000	54,000	63,000	76,500	90,000	108,000
610	Medium Professional Services Firm from 3 to 10 practitioners	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
615	Small Professional Services Firm up to 2 practitioners	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
620	Independent Technical Operator 1 person acting individually, (Typist, Accountant, Book Keeper, etc.)	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
625	Large Financial Services over 25 employees or premises over 300 m ²	95	23,750	28,500	33,250	38,000	47,500	57,000	66,500	80,750	95,000	114,000
630	Medium Financial Services from 6 to 25 employees	65	16,250	19,500	22,750	26,000	32,500	39,000	45,500	55,250	65,000	78,000

SCHEDULE—continued

635	Small Financial Services up to 5 employees	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
695	Other Professional & Technical Services	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
700	PRIVATE EDUCATION, HEALTH AND ENTERTAINMENT SERVICES Such as: Private Education Institutions, including Universities, Museums, Nurseries, Primary and Secondary Schools, Professional Training Centers/Polytechnic Institutes teaching computers accountancy-secretarial skills, etc., Private Health Clinics and Doctor's Surgeries; Consulting Offices of Doctors, Dentists, Physiotherapists, Psychologists & other health professionals. Herbalists and Traditional Medicine Practitioners, Funeral Homes Entertainment Facilities including Cinema, Theatre, Video Show/Amusement Arcade, Juke Box Arcade, Games Machines Arcade/Sports Club, Gym.	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
705	Private Higher Education Institution any type of private University, College or higher education institution	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
710	Large Private Education Institution over 100 pupils or fees over KSh 50,000 per year	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000
715	Medium Private Education Institution from 31 to 100 pupils or fees from KSh 30,001 to KSh 50,000 per year	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
720	Small Private Educational Facility up to 30 pupils of fees up to KSh 30,000 per year	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000

SCHEDULE—continued

725	Large Private Health Facility Hospital, Clinic, Nursing Home, providing overnight accommodation, over 30 beds Funeral Homes	70	17,500	21,000	24,500	28,000	35,000	42,000	49,000	59,500	70,000	84,000
730	Medium Private Health Facility from 11 to 30 beds Funeral Home	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
735	Small Private Health Facility up to 10 beds	30	7,500	9,000	10,500	12,000	15,000	18,000	21,000	25,500	30,000	36,000
740	Health Clinic; Doctor's Surgery. Doctor-Dentist-Physiotherapist-Psychologist, etc., Consult office. No overnight accommodation available	10	2,500	3,000	3,500	4,000	5,000	6,000	7,000	8,500	10,000	12,000
745	Traditional Health Services Herbalist, Traditional Healer, etc.	8	2,000	2,400	2,800	3,200	4,000	4,800	5,600	6,800	8,000	9,600
750	Large Entertainment Facility Cinema-Theatre-Video Show Over 100 seats Amusement Juke; Box Games Machines Arcades; Over 10 machines Sports Club Gym. Over 50 members	45	11,250	13,500	15,750	18,000	22,500	27,000	31,500	38,250	45,000	54,000
755	Medium Entertainment Facility from 50 to 100 seats/from 4 to 10 machines/from 16 to 50 members	25	6,250	7,500	8,750	10,000	12,500	15,000	17,500	21,250	25,000	30,000
760	Small Entertainment Facility up to 50 seats/Up to 3 machines/up to 15 members	15	3,750	4,500	5,250	6,000	7,500	9,000	10,500	12,750	15,000	18,000
795	Other Education, Health and Entertainment Services	2	2,000	2,400	2,800	3,200	4,000	4,800	5,600	6,800	8,000	9,600

SCHEDULE—continued

800	INDUSTRIAL PLANTS, FACTORIES, WORKSHOPS, CONTRACTORS Such as: Manufacture, Process and Assembly of products, vehicles, machinery and equipment and Workshops servicing and repairing products, vehicles, machinery and equipment. Also Including Contractors of New Building Construction and Old Buildings Restoration and Service-Repair	Base Value	250	300	350	400	500	600	700	850	1,000	1,200
805	Large Industrial Plant over 75 employees or premises over 2,500 m ²	100	25,000	30,000	35,000	40,000	50,000	60,000	70,000	85,000	100,000	120,000
810	Medium Industrial Plant from 16 to 75 employees or premises from 100 m ² to 2,500 m ²	70	17,500	21,000	24,500	28,000	35,000	42,000	49,000	59,500	70,000	84,000
815	Small Industrial Plant up to 15 employees or premises up to 100 m ²	40	10,000	12,000	14,000	16,000	20,000	24,000	28,000	34,000	40,000	48,000
820	Large Workshop/Service-Repair Contractor over 20 employees or premises over 500 m ²	50	12,500	15,000	17,500	20,000	25,000	30,000	35,000	42,500	50,000	60,000
825	Medium Workshop, Service-Repair Contractor from 6 to 20 employees or premises from 25 m ² to 500 m ²	20	5,000	6,000	7,000	8,000	10,000	12,000	14,000	17,000	20,000	24,000
830	Small Workshop, Service-Repair Contractor up to 5 employees or premises up to 25 m ²	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
895	Other Manufacturer, Workshop, Factory, Contractor	7	1,750	2,100	2,450	2,800	3,500	4,200	4,900	5,950	7,000	8,400
