Please Fill up the Form and click this button to Print the Form

Reset Form

KC FORM 1 REV. 12/15

IMPORTANT: * **A ZONING PERMIT MAY BE REQUIRED BEFORE YOU BEGIN BUSINESS ACTIVITY. CONTACT CITY OR COUNTY AS NEEDED AT TELEPHONE NUMBER ON BACK FOR DETERMINATION.**
* **DOOR-TO-DOOR SOLICITATION REQUIRES ADDITIONAL CITY PERMIT. CONTACT CITY OR COUNTY AS NEEDED AT TELEPHONE NUMBER ON BACK FOR DETERMINATION.**

QUESTIONS OR ASSISTANCE PLEASE CALL
Office of License Inspector
(859) 392-1440 · Fax (859) 392-1459

Kenton County Fiscal Court
Kenton County Building, Room 311
303 Court St. P.O. Box 792
Covington KY 41012-0792

The Collecting Agent for Occupational License Fees for Kenton County and Cities', Kentucky

BUSINESS LICENSE FEES (Fees may not apply to non-profit organizations, clergy, or domestic servants.)

1) **CHECK ONE:** ◯ NEW APPLICATION ◯ ADDING A CITY LICENSE TO EXISTING LICENSE# _____

2) **CHECK BELOW AS NEEDED:** (A) CITY LICENSE(S) ONLY OR: (B) COUNTYWIDE BUSINESS LICENSE

A) CITY LICENSE(S) ONLY:

CITY	FEE	CITY	FEE	CITY	FEE	CITY	FEE
☐ BROMLEY	$50	☐ ELSMERE	$50	☐ INDEPENDENCE	$50	☐ TAYLOR MILL	$50
☐ COVINGTON	$50	☐ ERLANGER	$50	☐ LAKESIDE PARK	$50	☐ VILLA HILLS	$50
☐ CRESCENT SPRINGS	$50	☐ FORT MITCHELL	$50	☐ LUDLOW	$50		
☐ CRESTVIEW HILLS	$50	☐ FORT WRIGHT	$50	☐ PARK HILLS	$50	☐ KENTON COUNTY	NO FEE
☐ EDGEWOOD	* $100			☐ RYLAND HEIGHTS	$50		

B) COUNTYWIDE BUSINESS LICENSE Valid in all Cities above. $225.00

Total "A" or "B" $ _____

*EDGEWOOD: $50 of Edgewood fee can be applied as credit to annual Edgewood net profit tax.

MAKE CHECK PAYABLE T KENTON COUNTY FISCAL COURT

OFFICE USE ONLY
CITY _____
ZONING APPROVAL_____
DATE_____
FORMS TO SEND_____
SET D _____
ANN YR _____ LIC YR____
LIC. EXP DATE_____
ACT CODE _____
PIDN_____
SUBS_____
SIC CODE_____
OCC LIC NUMBER
_____

WARNING: Statements in this application shall be made under oath, or by affirmation or by any other legally authorized manner of attesting to the truth of such statement. Any false statements made herein shall be punishable according to law; and may be cause for denial of the application or the revocation of the business license issued pursuant thereto.

PLEASE TYPE OR PRINT:

1) Complete Name of Business Owner _____

2)Trade Name of Business _____

3) Business Owner Address _____
City, State and Zip + 4 _____

4) Telephone ( ) _____ Fax ( ) _____ Emergency or Night No. ( ) _____

5) Mailing Address for Tax Forms _____
City, State and Zip + 4 _____

6) Contact Persons: For Payroll Withholding, Annual License Fees, Business License Renewal Fee
Name _____ Title _____ Telephone ( ) _____ Email _____

7) Street address of where business will be conducted in Kenton County _____

8) Telephone ( ) _____ Fax ( ) _____ Emergency or Night No. ( ) _____

9) CHECK ONE ONLY AND COMPLETE:

◯ SOLE PROPRIETOR/ SINGLE MEMBER LLC SSN: ____ - ____ - ____
Date of Birth ___ / ___ / ____ (Month / Day / Year)

◯ CORPORATION/LLC Date organized ___ / ___ / ____ State ____
Accounting Period: ◯ Calendar Year ◯ Fiscal Year Ending ___ / ___ (Month / Day)
Officers Name(s) _____
_____
_____
_____
Address _____
City State Zip _____

◯ PARTNERSHIP: _____
Partners' Names _____
and Addresses _____

◯ NON-PROFIT (Attach IRS Determination of Status)

◯ OTHER: _____
Please Describe _____

10) Federal Tax Identification Number: ____ - _____

NAICS (Business Activity Code): _____

11) List All Hazardous Materials, Pets or Guard Animals, Used or Located on Property. _____
_____

12) Will any part of business activity be performed from your home?
◯ Yes ◯ No

13) Date Business to Begin in County ___ / ____ (Month / Year)

14) Do You or Will You Have Employees?
◯ Yes Est. No. of Employees _____ ◯ No

15) Do You or Will You Use Independent Contractors?
◯ Yes (Include names & addresses) ◯ No

16) Do You or Will You Use "Leased" or "Temporary Help" employees?
◯ Yes Est. No. of Employees _____ ◯ No
If yes, include name(s) and address(es) of leasing or temporary agency(s).
_____
_____
_____

17) Nature of Business (Please describe your business and its operation, including where and how sales, services or other activities take place. If nature of business is own or operate rental property, include full address of rental property.)
_____
_____
_____
_____

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT. (Application and payment will be returned if any part incomplete.) Occupational License will be issued upon processing of completed application.

X _____ (SIGNATURE) _____ / ____ / ____ (DATE)

_____ (PRINT NAME) _____ (TITLE)

KENTON COUNTY AND CITIES', KENTUCKY OCCUPATIONAL LICENSE APPLICATION

COVINGTON | BROMLEY | CRESCENT SPRINGS | CRESTVIEW HILLS | EDGEWOOD

ELSMERE | ERLANGER | FORT MITCHELL | FORT WRIGHT | INDEPENDENCE

CITY OF LAKESIDE PARK | LUDLOW | PARK HILLS | Ryland Heights | TAYLOR MILL | VILLA HILLS

PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION This application for an occupational license is to be completed by all individuals, corporations, partnerships, or other entities performing work or services, making sales, including but not limited to, the ownership and/or operation of rental property; real estate sales; any type of subcontract work for which compensation is made including commissions; door-to-door solicitation; pick-up or delivery of persons or goods; or otherwise conducting any type of business activity in Kenton County, KY or Cities listed above. **ISSUANCE OF ANY LICENSE PURSUANT TO THIS COMPLETED APPLICATION IS SUBJECT TO ZONING APPROVAL OBTAINED FROM THE APPLICABLE JURISDICTION. ALL LICENSES ISSUED HEREIN ARE SUBJECT TO REVOCATION WITHIN 30 DAYS.**

KENTON COUNTY AND CITIES', KENTUCKY OCCUPATIONAL LICENSE FEE SCHEDULE

		EMPLOYEE WITHHOLDING		EMPLOYER OR BUSINESS FEE				BUSINESS LICENSE
TELEPHONE NUMBER	CITY	RATE	WAGE CAP	NET OR GROSS	RATE	MIN FEE	MAX FEE	RENEWAL FEE
(859) 261-2498	Bromley	.01		Gross	.00125	N/A	N/A	$50
*(859) 292-2184	Covington	.0245	FICA CAP	Net	.025	$50	$40,000	$50
(859) 341-3017	Crescent Springs	.01		Gross	.00075	N/A	N/A	$50
(859) 341-7373	Crestview Hills	.01	FICA CAP	Net	.0075	N/A	N/A	$50
(859) 331-5910	Edgewood	.01		Net	.0075	$50	N/A	$50
(859) 342-7911	Elsmere	.0125		Net	.01	$50	$15,000	$50
(859) 727-2525	Erlanger	.015		Gross	.00075	N/A	$40,000	$50
(859) 331-1212	Fort Mitchell	.01		Gross	.00075	N/A	N/A	$50
(859) 331-1700	Fort Wright	.0115	FICA CAP	Gross	.00075	N/A	N/A	$50
(859) 356-5302	Independence	.0125		Gross	.00075	N/A	N/A	$50
(859) 341-6670	Lakeside Park	.01		Gross	.0075	N/A	N/A	$50
(859) 491-1233	Ludlow	.015		Gross	.00075	N/A	N/A	$50
(859) 431-6252	Park Hills	.015	$50,000	Gross	.0035	$25	$1,000	$50
(859)363-7707	Ryland Heights	.01		Net	.01	N/A	N/A	$50
(859) 581-3234	Taylor Mill	.02		Net	.02	N/A	N/A	$50
(859) 341-1515	Villa Hills	.015		Gross	.00075	N/A	N/A	$50
(859) 392-1440	Countywide	N/A	N/A	N/A	N/A	N/A	N/A	$225

* City acts as own collecting agent. Contact them directly if additional information is needed regarding their occupational license fees.

IN ADDITION TO employee withholding and employer or business fees for the **CITIES** listed above, all wages and business earnings are also subject to **KENTON COUNTY** occupational license fee as follows:

(859) 392-1440	Kenton County	UNDER $25K 0.7097% OVER $25K 0.1097%	FICA CAP	NET UNDER $37.5K NET OVER $37.5K	0.7097% 0.1097%	N/A	Based on FICA Cap	N/A