

**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 do 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
<input type="checkbox"/> BROMLEY	\$50	<input type="checkbox"/> ELSMERE	\$50	<input type="checkbox"/> INDEPENDENCE	\$50	<input type="checkbox"/> TAYLOR MILL	\$50
<input type="checkbox"/> COVINGTON	\$50	<input type="checkbox"/> ERLANGER	\$50	<input type="checkbox"/> LAKESIDE PARK	\$50	<input type="checkbox"/> VILLA HILLS	\$50
<input type="checkbox"/> CRESCENT SPRINGS	\$50	<input type="checkbox"/> FORT MITCHELL	\$50	<input type="checkbox"/> LUDLOW	\$100	<input type="checkbox"/> KENTON COUNTY	NO FEE
<input type="checkbox"/> CRESTVIEW HILLS	\$50	<input type="checkbox"/> FORT WRIGHT	\$50	<input type="checkbox"/> PARK HILLS	\$50		
<input type="checkbox"/> EDGEWOOD	* \$100						

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 TO KENTON COUNTY FISCAL COURT**

**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) Address \_\_\_\_\_  
City, State and Zip + 4 \_\_\_\_\_

3) Telephone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Emergency or Night No. (    ) \_\_\_\_\_

4) Trade Name of Business \_\_\_\_\_

5) Street address of where business will be conducted in Kenton County \_\_\_\_\_

6) Telephone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Emergency or Night No. (    ) \_\_\_\_\_

7) Mailing Address for Tax Forms \_\_\_\_\_

City, State and Zip + 4 \_\_\_\_\_

8) Contact Persons: For Payroll Withholding, Annual License Fees, Business License Renewal Fee

Name	Title	Telephone (    )	Email
_____	_____	_____	_____

9) CHECK ONE ONLY AND COMPLETE:

SOLE PROPRIETOR: Soc. Sec No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year

CORPORATION: Date organized \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ State \_\_\_\_\_  
Accounting Period:  Calendar Year  Fiscal Year Ending \_\_\_\_\_ / \_\_\_\_\_  
Month / Day

Process Agent Name \_\_\_\_\_  
Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Officers' Names \_\_\_\_\_  
and Addresses \_\_\_\_\_

PARTNERSHIP: \_\_\_\_\_  
Partners' Names \_\_\_\_\_  
and Addresses \_\_\_\_\_

NON-PROFIT (Attach IRS Determination of Status)

OTHER: \_\_\_\_\_  
Please Describe \_\_\_\_\_

10) Federal Tax Identification Number: \_\_\_\_\_ - \_\_\_\_\_

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)

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 \_\_\_\_\_

# 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

LAKESIDE PARK

City of  
Ludlow

LUDLOW



PARK HILLS



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

TELEPHONE NUMBER	CITY	EMPLOYEE WITHHOLDING		EMPLOYER OR BUSINESS FEE			BUSINESS LICENSE RENEWAL	
		RATE	WAGE CAP	NET OR GROSS	RATE FEE	MIN FEE		MAX FEE
(859) 261-2498	Bromley	.01		Gross	.00075	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	\$1,000	\$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		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		N/A	N/A	N/A	N/A	\$100
(859) 431-6252	Park Hills	.015***	\$50,000	Gross	.0035	\$25	\$1,000	\$50
(859) 581-3234	Taylor Mill	.02		Net	.02	N/A	N/A	\$50
(859) 341-1515	Villa Hills	.01		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.

\*\* The City of Erlanger has enacted legislation which increases the City's payroll license fee from one percent (1.00%) of wages to one and one half percent (1.5%) of wages. This change is effective July 1, 2010. Any wages paid for work conducted in the City of Erlanger on or after that date are subject to the 1.5% rate.

\*\*\* The City of Park Hills has enacted legislation which increases the City's payroll license fee from one percent (1.00%) of wages to one and one half percent (1.5%) of wages. This change is effective October 1, 2010. Any wages paid for work conducted in the City of Park Hills on or after that date are subject to the 1.5% rate.

**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	NET UNDER	N/A	Based on FICA Cap	N/A
		0.7097%	\$37.5K	0.7097%		
		OVER \$25K	NET OVER			
		0.1097% FICA CAP	\$37.5K	0.1097%		