



County of Boone & City of Florence
Occupational License/Payroll Tax Application



www.boonecountyky.org

Effective December 2009

www.florence-ky.gov

Instructions: A. Applicants are required to complete this application in full before conducting business... City of Florence Estimated Sales/Receipts During First Year of Business... Rate (Multiply by) 0.001... City of Florence Fee Amount... Total Remittance: H. City of Florence (From Fee Calculation) Penalty 12% Interest 1% per month I. Boone County \$25.00 J. Total (All Lines)

1. Legal Name of Business or Applicant if Sole Proprietor:
2. Doing Business As or Trade Name (If applicable):
3. Physical Location or Job Site/ Contractor working in the City of Florence, or Boone County (Must list location or various if many):
4. Mailing Address (or Residence if applicable):
5. Business Entity (Select One): Sole Proprietor Partnership Corporation S Corp LLC - Individual LLC - Partnership Non Profit \* Other PSC (Public Service Corp)
6. Federal Tax Identification Number:
7. If Individual, your year end is 12/31. Corporations, Partnership, or Non Profit must provide Fiscal Year End:
8. Date Business will begin in City of Florence and/or Boone County, KY (MM/DD/YY): Est. Number of Employees:
9. Do you or will you use "leased" employees?
10. Describe in DETAIL the nature of the business:
11. Is this business a Sexually Oriented Business as defined by Boone County Ordinance 07-06 and/or City of Florence Ordinance 0-2-07
12. Will alcohol be sold and/or served at this business location?
13. Are you a contractor doing work in Boone County, whose company is located outside of Boone County?
14. If a contractor, are you the General Contractor?
\*If yes, please attach a list of subcontractors you will be using.

To Be Completed by Tax Agency
Boone A/C
Florence A/C

Legal Name of Business or Applicant if Sole Proprietor \_\_\_\_\_

15. Owner(s) of Business (Attach additional list if necessary):

Name	Address	Phone Number	Title	Date of Birth	Social Security Number

16. Is this business being operated from a residence in Boone County?  
 Yes (Please complete the **HOME OCCUPATION PERMIT APPLICATION**)                       No  
(The questionnaire is located at [www.BooneCountyKy.org](http://www.BooneCountyKy.org) or by calling the Planning Commission at 859-334-2196)

17. Contact information for payroll/corporate tax for operation within City of Florence and/or Boone County (Manager, etc.)  
Name                      Address                      Phone Number                      Night/Emergency Number                      E-mail

18. Has any person listed in Item 15 ever had an Occupational License or similar Business License denied, revoked or suspended in the City of Florence, Boone County, or any other City or State? If "Yes" Please explain. (You may attach additional information sheet if needed)  
 Yes             No

19. Has any person listed in Item 15 ever been convicted of a Felony or Misdemeanor\*?  
 Yes             No    If Yes, Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Explanation: \_\_\_\_\_  
\*If more than one charge please attach the above information on each charge to an additional information sheet.

Remittance

A. When conducting business in **Boone County** only, remit Boone County fee to:  
  
Boone County Fiscal Court  
Occupational License Department  
PO Box 960  
Burlington, KY 41005  
Phone: (859) 334-2144            Fax (859)334-3914

B. When conducting business in **City of Florence (which is a part Boone County)**, remit City of Florence fee **AND** Boone County fee to:  
  
City of Florence  
Finance Department  
8100 Ewing Boulevard  
Florence, KY 41042  
Phone: (859) 647-5413            Fax: (859) 647-5447

**Warning:** Statements made in this application are subject to verification and false or misleading statements may be cause for denial of the license applied for or, if granted, revocation thereof upon discovery.

I hereby certify that I am duly authorized to act for the applicant and that the statements contained on this application are true and complete:

\_\_\_\_\_  
Name (Print)                      Signature                      Title                      Date

**For Official Use Only – Approvals/Denial**

Boone County Planning Commission \_\_\_\_\_ Date: \_\_\_\_\_

Boone County Building Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

City of Florence Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Issuance of the License is:

Approved             Approved Conditional (Conditions Attached)             Denied (Notification to Applicant Attached)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Authorized By: \_\_\_\_\_