



**CITY OF NEWPORT
DEPARTMENT OF FINANCE & ADMINISTRATION
LICENSE DIVISION
(859) 292-3660**

APPLICATION FOR OCCUPATIONAL LICENSE

CN-2

1 APPLICATION INFORMATION

NAME OF APPLICANT _____ EMAIL _____
 TRADE NAME OR DBA _____
 ADDRESS _____
 NEWPORT LOCATION (STREET) _____ TELEPHONE _____
 MAILING ADDRESS (IF DIFFERENT FROM NEWPORT LOCATION)
 STREET _____ CITY _____ STATE _____ ZIP _____
 DATE THE OPERATION IS INTENDING START _____

2 CHECK TYPE OF OWNERSHIP SOLE OWNER CORPORATION PARTNERSHIP

3 CORPORATE INFORMATION

If vendor is a corporation, please list corporate name exactly as it appears on your state and federal tax return.

Corporate Name _____ Date and State of Incorporation _____

Please provide your fiscal year end date if not 12/31 in the space provided _____

4 OWNER(S) OF BUSINESS

If an individual, provide full name, residence address, telephone number, date of birth and social security number.

If a partnership, provide name, residence address, telephone number, date of birth and social security number of each partner.

If a corporation, provide name, address, telephone number and social security number of the president, vice-president, secretary and treasurer.

NAME/ADDRESS	TITLE	PHONE	D.O.B.	S.S.#

5 IDENTIFICATION NUMBERS

Enter any or all identification numbers which apply to your company:

FEDERAL EMPLOYERS I.D. NUMBER (number used to file Federal Income Tax) _____

KENTUCKY ACCOUNT NUMBER (number used to file KY Income Tax) _____

SOCIAL SECURITY NUMBER (sole proprietor only) _____

6 NATURE OF BUSINESS

Please describe the business and its operation, including where and how sales, services and/or any other activities take place. Be Specific. Any license issued will be only for those activities outlined in this application. Any expansion beyond these activities is unlawful until a new application is submitted and approved. (If your business is Electrical, Plumbing or HVAC, list all KY master license numbers below including a copy of your ID cards.)

7 PAYROLL WITHHOLDING FEE

Will you have employees in the City of Newport? Yes No If yes, give the estimated number _____

The City of Newport also has a withholding fee of 2.5 % of the gross wages paid to employees while they are working within the city limits. It is the responsibility of the business owner to withhold these fees and submit them to the City on a quarterly basis. CN-1 forms will be provided by mail or can be downloaded at www.newportky.gov/e-government/forms/employer-individual-quarterly-return-of-license-fee-cn-1

8 TIP INCOME

If your business intends to serve food and/or beverages for on premise consumption and your employees will be receiving earned income from tips, you will be required to file an ANNUAL REPORT ON TIP INCOME. The tip income which you report must equal 8 % of the gross receipts from the sale of food and beverages or an additional payment may be due.

Form CN-14 will be provided by mail or can be downloaded at: [www.newportky.gov/e-government/forms/employer-annual-return-of-tip-income\(cn-14](http://www.newportky.gov/e-government/forms/employer-annual-return-of-tip-income(cn-14))

9 SUB-CONTRACTORS

Will you be employing Sub-Contractors or Independent Contractors? YES NO

If you checked YES to the box above, Finance Department regulations require that you submit the names, mailing addresses and a contact person for each individual sub-contractor or entity. This applies to 1099 employees in any situation. No license can be issued to you until all sub-contractors are accounted for.

Use form CN-5 for this information which can be provided by request or downloaded at:
[www.newportky.gov/e-government/forms/general-contractors-list-of-intended-sub-contractors\(cn-5](http://www.newportky.gov/e-government/forms/general-contractors-list-of-intended-sub-contractors(cn-5))

10 I hereby certify that all the information and statements herein are true correct. Further, I understand that acceptance of this form by the Finance Department does not constitute approval.

Signed _____ Official Title _____ Date ____ / ____ / ____
 (Owner, Officer, Partner, Member, Agent, etc.)

11 AMOUNT OF LICENSE FEE DUE

A. If your business is located INSIDE Newport (see section 13), the amount of license fee is based on the month of the City's fiscal year in which the business started. The schedule of fees are as follows below which are payable when the application is filed.

July 1 - June 30 = \$75.00	Oct 1 - June 30 = \$56.25	City of Newport Make Payable To: Department of Finance License Division Return To: P.O. Box 1090 Newport, KY 41071-0090
Aug 1 - June 30 = \$68.75	Nov 1 - June 30 = \$50.00	
Sept 1 - June 30 = \$62.50	Dec 1 - June 30 = \$43.75	
(Any date between January 1 and June 30 the fee is \$37.50)		

B. If your business is located OUTSIDE Newport, the amount of the fee is based on the following criteria:

- 1) If the estimated value of contracts you will receive for working in Newport (minus any amount sub-contracted to other companies) is less than \$21,428.00. Pay the fees outlined above in section A.
- 2) If the estimated value of the contracts you will receive for work in Newport (minus any sub-contracted to other companies) is more than \$21,428.00, you should multiply the amount of contracts by .0035 % and pay that amount.

IMPORTANT: This is considered an estimated payment. A reconciliation will be performed when your project is completed. At that time, additional payments may be due to the City of Newport or a refund due to you for overpayment.

12 OCCUPATIONAL LICENSES APPLIED FOR AFTER MARCH 15

Any license issued to an individual or company will expire on June 30 of each year. If this application is being applied for after March 15th, you will not be mailed a reminder for Occupational License Renewal. Form CN-16 can be downloaded at:
[www.newportky.gov/e-government/forms/renewal-of-occupational-license\(cn-16](http://www.newportky.gov/e-government/forms/renewal-of-occupational-license(cn-16))

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13 NEWPORT BUSINESS LOCATION APPROVAL

For businesses located in the City of Newport, the location must be inspected and approved by the following City departments. No license can be issued until the location has been approved.

<p><input checked="" type="checkbox"/> _____ Zoning Administrator (859) 292-3637</p>	<p>_____/_____/_____ Date</p>	<p>ISSUANCE OF THE LICENSE IS: <input type="checkbox"/> Approved <input type="checkbox"/> Approved Conditionally (Conditions attached) <input type="checkbox"/> Denied Date this _____ day of _____ 20 _____</p>
<p><input checked="" type="checkbox"/> _____ Building Inspector (859) 292-3637</p>	<p>_____/_____/_____ Date</p>	
<p><input checked="" type="checkbox"/> _____ Fire Inspector (859) 292-3615</p>	<p>_____/_____/_____ Date</p>	

The purpose of **FORM CN-2** is for the filing of an initial application for an Occupational License from the City of Newport for businesses/persons who have not been licensed to do business in the City for the last fiscal year. Newport's fiscal year runs from July 1 of one year to June 30 of the next.

Pursuant to City Ordinance all persons doing business within the defined limits of the City of Newport, Kentucky must have an Occupational License to do so whether or not they have an actual business location within the City of Newport.

Businesses/persons, which do have an actual physical location within the City of Newport, must have their application approved by the City's Building, Zoning, and Fire Departments. These inspections will be arranged for you. Please place on the application form a phone number where you can be reached during the hours of 8:00AM and 4:30PM Monday through Friday. A City Building Inspector will contact you to arrange these inspections.

Persons operating a business out of their personal residence can be approved for an occupational license to do so subject to certain zoning restrictions. Persons operating a business out of their personal residence can only be approved to utilize their residence as their office to establish a telephone number and mailing address. Persons operating a business out of their personal residence cannot do any of the following:

- Place any signs on the property indicating that a business is being operating there.
- Operate any type of retail business that is open to the public.
- Have any employees working for their business out of their residence.
- Store any materials related to the operation of the business in the yard or drive way. All materials must be stored inside the property or in a garage or other storage facility.

Violation of any of these restrictions can result in your business license being revoked.

LEASE REQUIREMENT

Regardless of the location of your business, if you do not own the property out of which the business will be operated, you must file a copy of a lease agreement signed by the property owner indicating the owner's approval for you to operate a business there. If you do not have a written lease, then

another written statement must be signed by the property owner and filed with your application.

FEES

To calculate the amount of fee to file with your application form, please refer to Section 12 on the second page of the form for the proper calculation.

RENEWALS

Any license issued from an initial application form will expire on June 30 of any year. If you wish to file a return for the **Renewal** of an existing license, please go to **FORM CN-16**.

The filing date for renewals is April 15 for businesses on a calendar year and 105 days after the end of any fiscal year.

OPERATING WITHOUT A LICENSE

Pursuant to City Ordinance any business/person who begins operating their business or performing a contractual service in the City without first obtaining a license from the City's Finance Department can be assessed a license fee that is double the amount normally due.

ALCOHOLIC BEVERAGES

Any business/person that choose to include the sale of alcoholic beverages in their business must acquire separate licenses from both the City of Newport and Commonwealth of Kentucky to do so. These forms can be obtained by calling the Office of the Alcoholic Beverage Control Administrator at 859-292-3660.