



How to start or register a business in Paris

If you plan to start a new business or register your business in Paris, the first step is to register for a business license, also known as an occupational license.

1. Completing the following steps will help you meet local, state, and federal requirements.

- Most businesses should be incorporated with the state *before* registering with the City of Paris. (If you're an individual/sole proprietor, this step is optional if you are conducting business through your social security number).

Kentucky has a One Stop Business Portal that will walk you through the incorporation process online. Visit Kentucky's [One Stop Business Portal](#) to incorporate your business. After completing the online registration, you will have an official business name. Use this business name on your Paris occupational license application.

2. Register for a Federal Employer Identification Number (EIN)

You can apply online for a **Federal EIN** (also known as a **Federal Taxpayer Identification Number**) for your business. [Apply for a Federal EIN](#).

- Once you have an EIN, you will include it on your city occupational license application.

3. Certificate of Occupancy

A certificate of occupancy is a legal document that indicates that you can use your building or space legally.

- Provide a copy of the certificate of occupancy certificate along with your occupational license application (if occupancy applies).

REQUIREMENTS TO FILE APPLICATION:

Each person or business entity engaged in any occupation, trade or profession or other business activity conducted for gain or profit or recognized by the IRS as a non-profit organization in the City or City Annex shall first make application to the City's office of Occupational Licenses before an applicant shall commence any activity per City Ordinance [§ 60.001](#).

a. **PAYMENT OF OCCUPATIONAL LICENSE FEE:**

The occupational license fee of \$ 75.00 will be made at the time of application and is due annually in January. A business changing names or adding an additional dba, or an assumed name shall notify the office of occupational licenses of the name change but will not be required to pay a new license registration fee. This applies to a true name change only. Any change in entity or ownership shall require the completion of a new application and a \$ 75.00 license fee per City Ordinance [§ 60.002](#).

- #### b.
- Occupational license fees are related specifically to the City of Paris, it is the applicant's responsibility to contact other local agencies to ensure compliance.



Business License Application

525 High Street - Paris, KY 40361
Phone (859) 987-2110; Fax (859) 987-3653
Website: www.paris.ky.gov/Business.aspx

Payable to: The City of Paris
License Fee: \$ 75.00

Business Name: _____ Business Phone Number: _____

Business/Project Start Date: _____ Federal ID (EIN): _____

KY State ID Number: _____ Social Security #: *(Individual)* _____

Nature of Business/Project Description: _____

Mailing Address: _____

Project/Business Address within Paris City Limits *(No P.O. Box)*: _____

Check Business Type: Individual Partnership Corporation LLC Other Non-Profit
must attach IRS acknowledgement of tax-exempt status.

Are you the business owner of this property? Yes No *If no, attach a copy of lease.*

Will you have payroll employees working in Paris? No Yes # of Employees: _____

Will you have contract (1099) labor in Paris? No Yes *If yes, please provide below or attach the names and contact information for each 1099 individual and or entity.* _____

Check if applicable to this business: Alcohol Sales Fireworks Food Truck *(provide a copy of local health department permit)*

APPLICATION AGREEMENT - Applicant agrees to comply with all material respects, applicable laws, rules, regulations, and provisions as stated within the application.

I. Health Regulations:

- a. Food trucks may not provide catering services unless they meet additional permitting requirements as a catering kitchen. These operations are permitted by the Bourbon County health department. These units must contact the health department for inspection. 859-987-1915 or <https://bourboncohd.org/>.

- b. Vendors must be compliant with Title 902 KRA45:005 Kentucky food code.
<https://apps.legislature.ky.gov/law/kar/titles/902/045/005/>
- c. All temporary food vendors must have a permit to operate. All temporary food vendors must have a permit from the Bourbon County health department. Temporary food guidelines can be found here <https://www.chfs.ky.gov/agencies/dph/dphs/fsb/FSDocs/tempreq.pdf> .
- d. Vendors must hold a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000.
- e. *AT NO TIME* should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. Vendors shall enclose waste products in containers and take them to appropriate garbage bins or offsite.

2. Tax Withholding Fees:

A license fee at the rate of 1.5 % applies to the following within the City of Paris, KY

- a. Salaries, wages, commissions and other compensations for work or services rendered in any activity by every resident and nonresident who is an employee referred to as Employee Withholding Fee/Payroll Tax of 1.5% of the gross wage per City Ordinance [§ 60.005](#).
- b. Income from the operation of a business or enterprise after providing for all costs and expenses incurred in the conduct thereof referred to as Net Profit Fee of 1.5% per City Ordinance [§ 60.006](#).

I certify that all the information on this application is true and correct.

Print Applicant Name:

Applicant Signature:

(First)

(Last)

(Date)

The City Manager hereby conditionally approves an occupational license for the above applicant. The license may be revoked at any time if applicant fails to maintain premises with ordinance 2010-4 adopted March 9, 2010.

Account Number: _____ City Manager Signature: _____ Date: ____/____/____

Return application, supporting documentation, and application fee to: *(cash or check only)*

The City of Paris
525 High Street
Paris, KY 40361
Attn: City Clerk