

City of Park City, Kentucky  
Application for Business/Occupational License  
PO Box 304  
Park City, Kentucky 42160  
Phone # 270-749-5695 Fax # 270-749-2425

**LICENSE ARE VALID FOR A PERIOD OF ONE (1) YEAR FROM DATE ISSUED.**

Business Name: \_\_\_\_\_ Local Site Phone # \_\_\_\_\_

\_\_\_\_\_ Description of  
Business: \_\_\_\_\_

Local Address: \_\_\_\_\_

Start Date in Park City: \_\_\_\_\_

Will you have employees working in Park City? ( ) No ( ) Yes Approx. # of Employees \_\_\_\_\_

**\*\*Note that contract labor must be licensed individually and is responsible for payment of the appropriate taxes.**

Quarterly Withholding Tax Return Mailing Address (if different from above)

\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Net Profits Fee Return Mailing Address (if different from above)

\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* I am aware of the following Occupational requirements\*\***

\_\_\_\_\_ 1.0% Occupational tax on Gross Payrolls which I am obligated, as employer, to withhold and remit to the City of Park City on a quarterly basis.

\_\_\_\_\_ A Net Profits Return must be filed annually, based on 1.0% of the business profits. I understand that this return must be completed regardless of profit earned.

\*\*\*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**INFORMATION BELOW IS NOT AVAILABLE TO PUBLIC**

Accounting Period Per Federal Return: Calendar Year \_\_\_\_\_ Fiscal Year End Date \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Federal ID # or Social Security # is Required**

**OWNER INFORMATION**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

SS#: \_\_\_\_\_ Phone: \_\_\_\_\_

SS#: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**CITY OF PARK CITY, KENTUCKY  
APPLICATION FOR BUSINESS OCCUPATIONAL  
LICENSE REGISTRATION FORM**

**1. PERSONS REQUIRED FILING APPLICATION:**

Every person or business entity engaged in any trade, occupation, or profession, or other activity for gain or profit in the City shall first make application in writing to the License Fee Division (City Hall) on forms provided by the City, before the applicant shall be authorized to do business.

**2. PAYMENT OF MINIMUM BUSINESS OCCUPATIONAL LICENSE FEE:**

The fee of \$25.50 shall be made at the time of application payable to the City of Park City. The License Fee is valid for a period of one (1) year from date issued. This office must be notified in writing if the business does not plan to renew this license.

**3. OCCUPATIONAL LICENSE TAX PAYMENT REQUIRED:**

The Occupational License Tax shall be measured by 1% of:

A. Salaries, wages, commissions and other compensation for work or services rendered in any activity. This 1% Occupational Tax (Payroll Tax) is imposed on employee compensation earned in the City of Park City. This amount is imposed on Gross Wages and is payable on a quarterly basis on returns supplied by this office. All compensation, no matter the amount, is subject to this tax. The due dates for these returns are no later than one month following the end of the quarter. For example, 1<sup>st</sup> quarter payroll returns would be due no later April 30<sup>th</sup>. A year end reconciliation is required.

\* If contract labor is used, each "contractor" is required to be licensed individually and is responsible for payment of the appropriate taxes.\*

B. The Net Profit from business conducted in the city by a resident or nonresident business entity is 1% or \$25.00, whichever is greater. The Net Profits Tax Fee Return is to be filed by any entity having receipts and or payroll within the city limits of Park City. Net Profits Forms will be mailed out annually. Copies of the business federal returns must be attached to the Net Profit Form.

**4. PENALTIES:**

A. A business entity subject to tax on Net Profits may be subject to a penalty equal to 5% of the tax due for each calendar month or fraction thereof if the business entity fails to file any return or report on or before the due date prescribed for filing or as extended by the city or fails to pay the tax computed on the return or report on or before the due date prescribed for payment. The total penalty shall not exceed 25% of the total tax due, however the penalty shall not be less than \$25.00.

B Any person or persons who shall attempt to do anything whatsoever to avoid payment of the whole or part of the license fee, shall become liable to the City plus interest and penalty, and shall in addition to any criminal fines be subject to civil penalties as set forth by the City Ordinance and by the appropriate courts.

This office must be notified in writing if your business ceases operation in Park City. All fees will be assumed due until this written notice is received.

Every attempt will be made by this office to collect all License Fees. Delinquent accounts are subject to be Prosecuted through the Barren County Attorney's office, should legal action become necessary, you will be subject to court costs, fines and penalties, even if no tax was due on the delinquent returns.

A copy of Ordinance 0807 (Occupational License Tax) is available at City Hall for all interested parties.

**\*\*PLEASE KEEP FOR FUTURE REFERENCE\*\***