

City of Dayton, Kentucky  
514 Sixth Avenue  
Dayton, Kentucky 41074  
Phone 859-491-1600  
Fax 859-491-3538

**2012**

OCCUPATIONAL LICENSE APPLICATION

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

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

Business Telephone No: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

Dayton Business Address: \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_

Amount of Coverage \_\_\_\_\_

Dayton Business Telephone No. \_\_\_\_\_

Date Business operations began or  
will begin in the City of Dayton \_\_\_\_\_

Number of persons to Receive Income  
reported as such on W-2 \_\_\_\_\_

Gross receipts during previous calendar year,  
or, if none, expected gross receipts during  
present calendar year \_\_\_\_\_

A) Please give a full description of the type of business(es) or work to be conducted in the City of Dayton during the license year.

B) Is any license, permit, degree, certification or similar prerequisite necessary to conduct any part of the above business or work? **Note: Permits are required for any of the following types of work: construction (new or additions to existing construction), decks, demolition, electrical, fences, plumbing, remodeling, signs, etc.).** All permits can be obtained at the Campbell County Planning & Zoning Department, 1010 Monmouth Street, Newport, Kentucky 41071. Please ask to see Mark Brant, Building Inspector or David Kean, Building Inspector to obtain the appropriate permit. Any work performed without the appropriate permit will not be inspected.

No \_\_\_\_\_  
Yes \_\_\_\_\_ (Please give full details including item  
required, date acquired, and issuing  
agency)

C) Are any hazardous materials to be kept on the business premises or transported through the city as part of the above business?

No \_\_\_\_\_  
Yes \_\_\_\_\_ (Please give full details and MSD on each materials)

D) Are any pets, guard dogs or other animals to be kept on the business premises?

No \_\_\_\_\_  
Yes \_\_\_\_\_ (Please give full details)

E) Will any security guards or security alarm system protect the business premises?

No \_\_\_\_\_  
Yes \_\_\_\_\_ (Please give full details including names, addresses, telephone numbers of security agency)

F) Emergency Information (Give the following for an authorized agent):

Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Night Telephone No. \_\_\_\_\_

G) For Sole Proprietorships and Partnerships, give the following information.

Owner/Partner's Name: \_\_\_\_\_  
Owner/Partner's Address: \_\_\_\_\_

Owner/Partner's Telephone No. \_\_\_\_\_  
Owner/Partner's Social Sec.No. \_\_\_\_\_  
Owner/Partner's Date of Birth: \_\_\_\_\_

Partner's Name : \_\_\_\_\_  
Partner's Address; \_\_\_\_\_

Partner's Telephone No. \_\_\_\_\_  
Partner's Social Sec. No. \_\_\_\_\_  
Partner's Date of Birth: \_\_\_\_\_

Partner's Name : \_\_\_\_\_  
Partner's Address: \_\_\_\_\_  
Partner's Telephone No. \_\_\_\_\_  
Partner's Social Sec. No. \_\_\_\_\_  
Partner's Date of Birth: \_\_\_\_\_

Has the owner or any partner ever been convicted of any felony, misdemeanor, crime of moral turpitude, or any crime that directly relates to the type of business for which this license application is made?

No \_\_\_\_\_  
Yes \_\_\_\_\_ ( Please give additional details)

Have the owner or partner ever been denied a business license or had a business license revoked by the federal government, state government, any foreign government, or any agency or political subdivision of any of the above?

No \_\_\_\_\_  
Yes \_\_\_\_\_ ( Please give additional details)

H) For corporations, give the following information. For additional officers, please add additional pages.

President's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Vice-President's Name : \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Has the corporation or any of its officers ever been convicted of a felony, misdemeanor, crime of moral turpitude, or crime, which directly relates to the type of business for which this license application is made?

No \_\_\_\_\_  
Yes \_\_\_\_\_ (Please give additional details)

Has the corporation or any of its officers ever been denied a business license or had a business license revoked by the federal government, state government, any foreign government, or any agency or political subdivision of any of the above.

No \_\_\_\_\_  
Yes \_\_\_\_\_(Please give additional details)

## FEE RETURN

Reminder: Businesses shall withhold from all employees, an amount equal to two percent (2%) of the compensation received from all work done or services performed within the City. The employer is required to remit such withholding to the City of Dayton quarterly. Please contact the City Clerk's office, (859) 491-1600 for the proper quarterly return.

The License Fee for business, trade, profession, occupation, vocation, avocation hobby, calling or activity carried on in the City of Dayton is based upon Gross Receipts for the previous calendar year.

1. Gross Receipts: the gross receipts in the form of cash, credits or other value proceeding from or accruing from the sale of tangible property (real or personal), or the rendering of any service, or both including and without any deductions therefrom for interest, rentals, royalties, cost of material used, costs of goods sold, or any other costs, or any other expenses whatsoever; including gross receipts from all sales made from a place of business within the city, both to persons within the city and to persons outside the city, including sales made by contracts executed in the city, or sales where deliveries of commodities are made within the city; but in the case of a taxpayer owning or operating a business in the city for the sale of goods, wares or merchandise, who also operates a branch factory or store which is located outside the city, then the term "gross receipts" shall not include the proceeds from the sale of goods, wares, or merchandise not manufactured in the city unless such good, wares, or merchandise are located in the city at the time of sale or delivery of such goods, wares, or merchandise;

2. Sales/ Excise Taxes: there may be deducted from gross receipts, the amount of any sales, use or excise tax of Kentucky, or a federal excise tax, computed on the basis of the sales prices of commodities sold by a taxpayer.

3. Alcohol Sales: there may be deducted from gross receipts, the amount of gross receipts from the sale of alcoholic beverages licensed under other ordinances of the city and laws of Kentucky,

4. Insurance Premiums: there may be deducted from gross receipts, the amount of insurance premiums actually paid by an insurance agent directly to companies providing such insurance coverage.

5. Coin-Operated Amusement And Vending Machines: there may be deducted from gross receipts, the amount of gross receipts from coin operated machines amusement and vending machines. However, there shall be an occupational license fee of \$10.00 paid for each machine in use.

6. Bad Debt: there may be deducted from "gross receipts" the amount, which the taxpayer has declared to be uncollectable as a bad debt and has so evidenced by an entry within the accounting books of that business. The determination as to the validity of a bad debt in so far as this subsection is concerned, will be made pursuant to the U. S Internal Revenue Code. Any subsequent collection of a previously deducted bad debt will be includable as gross receipts in the year of collections as set forth in the U. S. Internal Revenue Code;

7. Good Returned/ Allowances: there may be deducted from " gross receipts" the amount of returns and/or allowances which the taxpayer has made during the taxable year and has so evidenced by an entry within the accounting books of that business.

8. Penalty And Interest: Any person who fails to file a return or fails to pay the license tax when due or fails to file a corrected return or to pay additional license tax within thirty (30) days after notice or fails to pay a license tax before beginning a new business, shall pay a penalty of Twenty Percent (20%) of the balance of the license tax due, but the minimum penalty shall be Fifty Dollars (\$50.00) and interest at the rate of One Percent (1%) per month [Twelve Percent (12% per annum)]. License fee shall be due and payable on or before April 15<sup>th</sup>. NO EXTENSIONS WILL BE GRANTED.

9. Schedule Of Fees:

Total Gross Receipts

From	-	To	License Fee
\$ 0	-	5,000	50.00
5,001	-	10,000	75.00
10,001	-	25,000	100.00
25,001	-	50,000	125.00
50,001	-	100,000	150.00
100,001	-	200,000	200.00
200,001	-	300,000	300.00
300,001	-	400,000	400.00
400,001	-	500,000	500.00
500,001	-	600,000	600.00
600,001	-	700,000	700.00
700,001	-	800,000	800.00
800,001	-	900,000	900.00
900,001	-	1,000,000	1,000.00
1,000,001	-	2,000,000	1,100.00
2,000,001	-	3,000,000	1,200.00
3,000,001	-	4,000,000	1,300.00
4,000,001	-	5,000,000	1,400.00
5,000,001	-	AND OVER	1,500.00

A. Business Gross Receipts: \$ \_\_\_\_\_  
 Dayton based from preceding calendar year.

New Business – any new business shall pay 100% of the minimum tax designated by this section. However, at the end of the first year, the new business will file a supplemental return for the tax year and shall pay any additional amount required. \$ \_\_\_\_\_

BUSINESS GROSS RECEIPTS (BUSINESS BASED OUTSIDE DAYTON)  
 (gross receipts while working in Dayton for the current year)

( \_\_\_\_\_ )

B. Total Deductions (list individually below)

1. Sales Tax (see previous page)	\$ _____
2. Alcohol Sales (see previous page)	_____
3. Insurance Premiums (Agents only)	_____
4. Coin operated machines sales (see previous page)	_____
5. Bad Debts (see previous page)	_____
6. Goods Returned/Allowances (see previous page)	_____

C. Gross Receipts After Deductions (subtract B from A above)

D. License Fee Due (from schedule of Fees above) \_\_\_\_\_

E. Coin Operated Machines (number in use times \$10.00) \_\_\_\_\_

F. Penalty And Interest (see previous page) \_\_\_\_\_

G. TOTAL FEE DUE ( Add D, E, and F from above) \_\_\_\_\_

(make remittance payable to "City of Dayton, Kentucky"  
and send to 514 Sixth Avenue, Dayton, Kentucky 41074)

WARNINGS

STATEMENTS MADE IN THIS APPLICATION ARE SUBJECT TO VERIFICATION AND FALSE OR INTENTIONALLY MISLEADING STATEMENTS MAY BE CAUSE FOR DENIAL OF A LICENSE OR, IF A LICENSE IS GRANTED, REVOCATION THEREOF UPON DISCOVERY.

ANY PERSON FOUND GUILTY OF WILLFULLY FAILING OR REFUSING TO FILE A RETURN, OR WILLFULLY FAILING OR REFUSING TO PAY THE LICENSE TAX WHEN DUE, OR WILLFULLY FAILING OR REFUSING TO FILE A CORRECTED RETURN OR TO PAY AN ADDITIONAL LICENSE TAX WITHIN THIRTY (30) DAYS AFTER RECEIPT OF THE NOTICE PROVIDED HEREIN, OR WILLFULLY FAILING TO PAY A LICENSE TAX BEFORE BEGINNING A NEW BUSINESS OR WILLFULLY FAILING OR REFUSING TO ABIDE BY AN ORDER OF THE CITY COUNCIL SUSPENDING OR REVOKING HIS LICENSE, SHALL BE CONSIDERED GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, FOR EACH OFFENSE, BE SUBJECT TO A FINE OF NOT LESS THAN FIFTY DOLLARS ( 50.00)NO MORE THAN (\$500.00) OR TO IMPRISONMENT FOR NOT MORE THAN THIRTY (30) DAYS OR BOTH.

I, \_\_\_\_\_ The undersigned, hereby certify that I am authorized to sign this renewal and fee return for occupational license and fee for the above business and persons, and that, I have made full inquiry into the information give above and to the best of my knowledge, the statements contained above are true and correct.

\_\_\_\_\_  
SIGNATURE

DEPARTMENT	DISAPPROVED DATE (attach explanation)	APPROVED (Department head please initial)
FIRE (Explain Key Lock Box System)		_____
POLICE		_____
CLERK/TREASURER		_____
ADMINISTRATOR/BUILDING & ZONING		_____
MAYOR		_____
MAIN STREET MANAGER		_____