

# ESTABLISHING A BUSINESS

IF YOU NEED TO:

YOU SHOULD:

FOR DETAILS, CALL:

Operate a business in Bardstown	Apply for a business license and Bardstown City and Nelson County Occupational Tax	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 <a href="http://www.cityofbardstown.org">www.cityofbardstown.org</a>
Operate a business in Bloomfield	Apply for a business license in Bloomfield and a Nelson County Occupational Tax	Bloomfield City Hall 141 Depot Street Bloomfield, KY 40004 502-252-5235 <a href="http://www.bloomfieldky.org">www.bloomfieldky.org</a>
Operate a business in New Haven	Apply for a business license in New Haven and a Nelson County Occupational Tax	New Haven City Hall 302 Center Street New Haven, KY 40051 502-549-3177 <a href="http://www.newhaven.ky.gov">www.newhaven.ky.gov</a>
Operate a business in Nelson County	Apply for Nelson County Occupational Tax	Nelson County Fiscal Court One Court Square Bardstown, KY 40004 502-348-1862 <a href="http://www.nelsoncountky.com">www.nelsoncountky.com</a>
Determine if your business location is appropriate for the intended use	Check for proper zoning	Planning and Zoning 129 Parkway Drive Bardstown, KY 40004 502-348-1805 <a href="http://www.ncpz.com">www.ncpz.com</a>
File a Kentucky Tax Registration Application Form (form 10A100)	Contact the Kentucky Revenue Cabinet	Kentucky Revenue Cabinet Central KY Taxpayer Service Center 501 High Street Frankfort, KY 40602 502-564-4581/502-564-3306 <a href="http://www.revenue.ky.gov">www.revenue.ky.gov</a>
Obtain an employer identification number	Contact a U.S. Internal Revenue Service district office	U.S. Internal Revenue Service 550 Main Street Cincinnati, Ohio 45202 513-263-3333/800-829-1040 <a href="http://www.irs.gov">www.irs.gov</a>
Establish a restaurant that sells alcoholic beverages or operate a package store	Obtain a liquor or beer license	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 <a href="http://www.cityofbardstown.org">www.cityofbardstown.org</a>

Sell food or drinks	Obtain a Food Establishment Permit	Nelson County Environmental Services 325 South Third Street Bardstown, KY 40004 502-348-3698
Incorporate your business and register the business name	File Articles of Incorporation (or Certificate of Authority if corporate headquarters is out of state). File name, proprietorship, partnership or incorporation.	Secretary of State State Capitol Building Frankfort, KY 40601 502-564-3490 or Nelson County Clerk 113 East Stephen Foster Bardstown, KY 40004 502-348-1820
Establish a state unemployment insurance account	Register with the Kentucky Department for Employment Service (Form UI1)	Division for Unemployment Insurance, CHR Building 2 <sup>nd</sup> Floor East 275 East Main Street Frankfort, KY 40621
Determine if other state license applications need to be filed	Contact the state Business Information Clearinghouse	Business Information, Clearinghouse Capital Plaza Tower, 22 <sup>nd</sup> Floor Frankfort, KY 40601 502-564-4252/800-626-2250
Apply for the City Restaurant Tax	Obtain a license	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 <a href="http://www.cityofbardstown.org">www.cityofbardstown.org</a>
Obtain a Home Based Occupation Permit	Apply for Permit	Planning and Zoning 129 Parkway Drive Bardstown, KY 40004 502-348-1805 <a href="http://www.ncpz.com">www.ncpz.com</a>
Obtain Signage Standards	Apply for Permit	Bardstown City Hall City Sign Administrator 220 North Fifth Street Bardstown, KY 40004 502-348-5947 <a href="http://www.cityofbardstown.org">www.cityofbardstown.org</a>

