

# City of Prospect Business License Application



Please complete, sign, date this form, and return it to City Hall with the license payment in the amount shown due below ★★. A business license certificate will be mailed to you upon receipt of the form and payment. The business license certificate should be displayed in a conspicuous location at the place of business and made available for inspection upon request. *Refer to the backside of this application for further details of the business license ordinance.*

Questions?

Contact Prospect City Hall at  
502-228-1121, or [citydesk@prospectky.com](mailto:citydesk@prospectky.com)

**Please submit form with check payable to:**

City of Prospect  
P.O. Box 1  
Prospect, KY 40059

Corporate Name \_\_\_\_\_ D/B/A \_\_\_\_\_

Business Location \_\_\_\_\_ Prospect, KY  
*Street No. & Name, Suite*

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Business Mailing Address \_\_\_\_\_  
*Street No. & Name City State Zip*

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ TIN/SSN# \_\_\_\_\_

Number of Employees ★★ \_\_\_\_\_

**A person who performs any work at the location & receives remuneration of any kind, including part-time & outside sales personnel.**

Owner(s) Name (1) \_\_\_\_\_ (2) \_\_\_\_\_

Owner/Corp. Mailing Address \_\_\_\_\_  
*Street No. & Name City State Zip*

Hours of Operation: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_

Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sunday \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Title \_\_\_\_\_ Telephone # \_\_\_\_\_

Are Hazardous/Flammable Substances Stored at this Location? \_\_\_ Yes \_\_\_ No

Alarm Company: \_\_\_ Yes \_\_\_ No Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Addtl Info: \_\_\_\_\_

**If you have any other information, you feel would be advantageous for the city or Prospect Police Dept., please include in a separate attachment or contact City Hall.**

I hereby acknowledge the above information is correct: \_\_\_\_\_  
Signature Title Date

★★ License Fee: 0 – 5 Employees .... \$ 50
6 to 10 Employees .... \$100
11+ Employees .... \$200

For Official Use Only

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Approved by: \_\_\_\_\_

# Code of Ordinance

## City of Prospect, KY

### Chapter 110 – General Licensing Provisions

#### § 110.01 LICENSES REQUIRED TO ENGAGE IN CERTAIN TRADES, BUSINESSES, OR PROFESSIONS.

No person shall engage in any of the trades, businesses, or professions for which licenses are required by any provision of this code or any other ordinance of the city without first applying for and obtaining a license from the City Clerk or other duly authorized issuing authority.

#### § 110.04 DATE AND DURATION OF LICENSE.

(A) A license shall not be valid beyond the expiration date therein specified and, unless otherwise provided, shall not extend beyond December 31 of the year issued. However, at any time after December 14 licenses may be issued for the ensuing calendar year. Unless otherwise specified the full annual fee will be required of licensees irrespective of the date of issue of the license.

(B) In no event shall a license be granted to any business or any person for a longer time than one year. (KRS 92.310)

#### § 110.05 LICENSE NOT TRANSFERABLE.

Every license shall be issued to a real party in interest in the enterprise or business, and unless otherwise provided no license shall be assigned or transferred. Penalty, see ' 110.99

#### § 110.06 LICENSE CERTIFICATE TO BE DISPLAYED.

Every licensee carrying on business at a fixed location shall keep posted in a prominent place upon the licensed premises, the license certificate. Other licensees shall carry their license certificates at all times and whenever requested by any officer or citizen, shall exhibit the license. Penalty, see' 110.99

#### § 110.10 BUSINESS LICENSE FEE.

(A) The following definitions shall be used pursuant to this section:

A **BUSINESS** is an undertaking through which goods are created or sold or services are provided to members of the public or to other businesses.

**EMPLOYEES** are persons who receive compensation from a business, whether they work on a fulltime or part-time basis.

The **DUE DATE** is January 31 of each year for businesses which were operating in the city on January 1 of that year. For businesses which locate in the city after January 1 of each year, the due date shall be 30 days following the time the business opens.

**OPERATING IN THE CITY** shall mean either (1) having a business located within the limits of the city or (2) selling goods or performing services at least 50 percent of the time within the city limits. The Mayor shall be the final authority as to whether a business is subject to the license requirements.

(B) On January 1, 1998, and each January 1 thereafter, each business operating in the city shall pay to the city a license fee according to the schedule below: The calculation of the number of employees shall be made by the employer based upon the average number of employees employed during the month of November.

#### *Number of Employees Business License Fee*

0 - 5	=	\$50.00
6 - 10	=	\$100.00
11 or more	=	\$200.00

(C) The Mayor shall cause an application form to be created which shall include, but not be limited to, information concerning emergency contact information which would be useful to the city in the event of need at the business location.

(D) Application for a business license shall consist of the completion of an application form and payment of the fee. In the event a business license is not secured within 30 days of the due date, the business shall be fined not more than \$25 per day for each day the business fails to secure a license following the due date.

(E) The city shall issue a license to each applicant for a business permit who pays the required fee and completes the application form. Such license shall be available for inspection by city officials at the business location.

(Ord. 341-1997, passed 5-19-97; Am. Ord. 356-1998, passed 5-18-98; Am. Ord. 417-2001, passed 5-25-01)

#### § 110.99 PENALTY.

Whoever violates any provisions of this chapter shall be fined not less than \$25 or more than \$500. This chapter is subject to enforcement by the Code Enforcement Board. A violation of this chapter shall be considered a civil offense in accordance with KRS 65.8808. (Am. Ord. 368-1998, passed 5-18-98