

## HOW DO I START A NEW OR EXPAND A BUSINESS IN BOONE COUNTY?

In order to start a new business or expand an existing business, a business owner shall contact the following four offices prior to building occupancy and construction:

### 1) Boone County Occupational License Department

#### To Start a New Business:

The taxpayer must submit the Occupational License/Payroll Tax Application along with the associated fee to establish their account. If they are a General Contractor they will need to submit their sub contractor list to us as soon as it is available.

#### To Expand a New Business:

If the taxpayer is adding a new physical location to their business they will need to file the Occupational License/Payroll Tax Application with a notation on top that of the application that this is an additional location and submit \$25.00.

#### Why Do You Need to Register?

Boone County Ordinance 07-27 requires that you obtain a General Business Certificate before you begin working in the County. You may be subject to penalties and fines for not registering your business with the Occupational Tax office.

#### Contact Information:

All of our forms, instructions and documents can be found on our website.

Boone County Occupational Tax Office  
Boone County Administration Building  
2950 Washington Street (KY 18), Room 211  
Burlington, KY 41005  
Phone: 859-334-2144  
Fax: 859-334-3914

E-mail: [occlicense@boonecountyky.org](mailto:occlicense@boonecountyky.org)

Web: <http://www.boonecountyky.org/finance/ocl.aspx>

### 2) City of Florence Occupational License Department (Only Applies to Businesses Located in City Limits)

#### To Start a New Business:

The business entity must complete the Occupational License / Payroll Tax Application and submit the appropriate fee by using the calculation on the application. **If the business is located in the city limits of Florence, an applicant must file a joint application and submit a fee to both the Boone County Occupational License Department and the Florence Occupational License Department.**

A fire inspection of the building in which the business is located is required. Contact the Florence Fire Department at 647-5660. Florence also requires State Licenses and Certifications for the following applicants:

Attorney  
Cosmetologist  
Nail Technician

Electrician  
HVAC  
Insurance Agents  
Massage Therapist  
New and Used Auto Sales  
Pawn Brokers – Special Provisions  
Physicians/Dentists/Chiropractors  
Plumbers

If there is more than one location within the City Limits of Florence, a separate application must be completed for each location and a payment of \$25.00 must be submitted for each application.

Why Do You Need to Register?

According to Chapter 110, Section 3 of the Florence Code of Ordinances, every business entity engaged in any trade, occupation, employment, business, or profession shall be required to obtain the occupational license and pay a license tax.

Contact Information:

City of Florence  
Florence Government Center  
Finance Department  
8100 Ewing Blvd.  
Florence, KY 41042  
Phone: 859-647-5413  
Fax: 859-647-5447

Web: [www.florence-ky.gov](http://www.florence-ky.gov)

Note: All forms, documents, and information regarding City Ordinances are available on our website.

3) **Boone County Planning Commission**

To Start a New Business or Expand an Existing Business:

A “Tenant Finish” application is necessary in most instances, and a “Home Occupation Permit” is required for home-based businesses. A “Sign Permit” is needed for permanent exterior signage, and a “Temporary Advertising Display” Permit (TAD) is needed for temporary signs like banners. Depending on the proposed business or if any additions, exterior improvements or site work are intended, other types of applications (e.g. Site Plan Review, Board of Adjustment Review & Design Review) to the Planning Commission may be required. The Planning Commission’s staff can verify which application(s) applies to your circumstances. Application forms and fee information can be obtained under the “applications” tab on the Planning Commission’s web site.

Why Do You Need Approval?

Approval by the Planning Commission verifies that a proposed business and/or physical improvements conform to the community’s zoning requirements, such as that the business is placed in the proper zone and that there is sufficient parking etc. for the type and size of

the business. Zoning Regulations have been adopted by ordinance by the Boone County Fiscal Court and the Cities of Florence, Walton and Union.

Boone County Planning Commission  
Phone: 859-334-2196  
Fax: 859-334-2264  
Boone County Administration Building  
2950 Washington Street (KY 18), Room 317  
P.O. Box 958  
Burlington, KY 41005

E-Mail: [plancom@boonecountyky.org](mailto:plancom@boonecountyky.org)  
Web: [www.boonecountyky.org/pc](http://www.boonecountyky.org/pc)

#### 4) **Boone County Building Department**

##### When Are Building Permits Required?

Building Permits are required when a structure has an occupant change, change of usage, is enlarged or remodeled.

Building Permits are required when any electrical mechanical, gas or plumbing systems that are regulated by the Kentucky Building Code (KBC) are installed, enlarged, altered, repaired or removed.

Building Permits are required when pallet racking is installed altered or moved.

Section 105 of the KBC provides complete details of when permits are required.

In addition to the requirements of the KBC Signage (building and ground mounted) is required to be permitted per Boone County Ordinance 154.

##### Why Are Building Permits Required?

Permits and inspections are required per Kentucky Revised Statute 198B to safeguard the health safety and welfare of persons within the built environment.

##### Contact Information:

Forms, instructions and documents can be found on our website:

Boone County Building Department  
2950 Washington Street, Room 312  
Burlington, KY 41005  
Phone: 859-334-2218  
Fax: 859-334-3137

E-mail: [buildinginspector@boonecountyky.org](mailto:buildinginspector@boonecountyky.org)  
Web: [www.boonecountyky.org/bd/default.aspx](http://www.boonecountyky.org/bd/default.aspx)

**NOTE:** The information from the above four entities is a summary and does not represent the full requirements or regulations. To obtain these requirements and regulations, please visit the above web sites.

**HOME OCCUPATION PERMIT APPLICATION**

In order to allow a business to operate from a residence, a Home Occupation Permit must be submitted to and be approved by the Boone County Planning Commission. An Occupation License/Payroll Tax Application must be obtained from the Boone County Fiscal Court or the City of Florence.

**RETURN THIS FORM TO:**

Boone County Planning Commission  
Boone County Administration Bldg  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, KY 41005  
(859) 334-2196 Phone  
(859) 334-2264 Fax  
[www.boonecountyky.org](http://www.boonecountyky.org)

**WHEN CONDUCTING BUSINESS IN BOONE COUNTY ONLY, CONTACT:**

Boone County Fiscal Court Occupational License Dept.  
P.O. Box 960  
Burlington, KY 41005  
Phone: (859) 334-2144

**WHEN CONDUCTING BUSINESS IN CITY OF FLORENCE (WHICH IS A PART OF BOONE COUNTY) CONTACT:**

City of Florence  
8100 Ewing Blvd.  
Florence, KY 41042  
Phone: (859) 647-5413

**Please read Section 3142 from the Boone County Zoning Regulations as noted below before submitting a Home Occupation Permit Application to the Boone County Planning Commission.**

\*\*\*\*\*\$60.00 Review Fee per Application\*\*\*\*\*

**SECTION 3142**

Home Occupations

Occupations of personal services, professional office or studios which are maintained or conducted solely within a dwelling will be permitted only if they meet all of the following performance standards:

1. The use is clearly incidental to the principal residential use;
2. The use is conducted entirely within a dwelling and not in any accessory buildings;
3. Only members of the household residing on the premises may be the primary owners/operators of such operation, in addition, no more than one (1) person, other than members of the household residing on the premises, shall be engaged in such operations;
4. No commodity shall be sold on the premises in connection with such home occupation;
5. There shall be no change in the exterior appearance of the building or premises, to evidence that such property is used for a non-residential use;
6. No traffic shall be generated by such home occupation in greater volumes than would be expected in the residential neighborhood;
7. No home occupation shall result in exterior evidence of such use being conducted by reason of atmospheric pollution, light flashes, glare, odors, noise, or vibration discernible from abutting properties.
8. No signage or other on premise advertising shall be used in conjunction with a Home Occupation.

Any home occupation conducted under this section shall not be a nuisance to any abutting properties or to the general neighborhood.

**(see other side)**

**HOME OCCUPATION PERMIT APPLICATION**

1. Applicant's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_
2. What type of business operation will be conducted? \_\_\_\_\_
3. Will any persons, other than members of the family reside on the premises, be engaged in the business operation? (please check answer)  
NO \_\_\_ YES \_\_\_ IF YES, HOW MANY? \_\_\_\_\_
4. Where in the home will the business be conducted? \_\_\_\_\_
5. Will any merchandise or commodities be sold on the premises in connection with the Home Occupation?  
NO \_\_\_ YES \_\_\_ IF YES, DESCRIBE \_\_\_\_\_
6. Will the Home Occupation change the exterior appearance of the building or premises by reason of sight, sound, odors, or vibrations discernible from abutting properties?  
NO \_\_\_ YES \_\_\_ IF YES, DESCRIBE \_\_\_\_\_
7. Briefly describe the business activities and processes necessary to conduct the business (bookkeeping, deliveries, storage, etc.) \_\_\_\_\_
8. Briefly describe the traffic that will be generated by the Home Occupation: \_\_\_\_\_
9. Will any equipment be utilized with the Home Occupation? \_\_\_\_\_

**\*\$60.00 Review Fee - (Checks are made payable to the Boone County Planning Commission)**

**I HEREBY ACKNOWLEDGE, BY SIGNATURE, THAT ALL OF THE ABOVE INFORMATION AND ANY ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_

=====

**FOR PLANNING COMMISSION USE ONLY:**

DATE RECEIVED \_\_\_\_\_ FEE PAID \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ ZONING DIST. \_\_\_\_\_ STAFF REVIEWER \_\_\_\_\_

DENIED \_\_\_\_\_ REASON(S) \_\_\_\_\_