

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

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

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
Web: 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
Web: 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
BOONE COUNTY PLANNING COMMISSION

SECTION A: (To be completed by applicant)

Fee: \$60.00 Review Fee

1. Applicant: _____

Mailing Address: _____

_____ City _____ State _____ Zip Code

Phone Number: _____ Fax Number: _____

Email: _____

2. Detailed Description of Business:

3. Will any persons, other than members of the family residing on the premises, be engaged in the business operation?
 Yes No 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?
 Yes No If yes, describe: _____

6. Will the Home Occupation change the exterior appearance of the building or premises by reason of sight, sound, odors, or vibration discernible from abutting properties?
 Yes No 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:

I hereby acknowledge, by signature, that all of the above information and any attachments are true and accurate to the best of my knowledge.

Applicant's Signature: _____

Date: _____

SECTION B: (To be completed by Planning Commission staff)

1. Date Received: _____

2. Review Fee: _____

3. Staff Reviewer: _____ Date: _____

4. Staff Action:

_____ Approval Zoning District: _____

_____ Approval with Condition(s) (see # 5)

_____ Denial (see #6)

5. Conditions of Approval: _____

6. Reasons for Denial: _____

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Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, Kentucky 41005
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plancom@boonecountyky.org
www.boonecountyky.org

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 Occupational 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, Kentucky 41005
Phone: (859) 334-2196
Fax: (859) 334-2264
www.boonecountky.org

WHEN CONDUCTING BUSINESS IN BOONE COUNTY ONLY, CONTACT:

Boone County Fiscal Court Occupational License Dept.
P.O. Box 960
Burlington, Kentucky 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, Kentucky 41042
Phone: (859) 647-5413

Please read Section 3142.A.2 of the Boone County Zoning Regulations as noted below before submitting a Home Occupation Permit Application to the Boone County Planning Commission.

SECTION 3142 HOME BUSINESSES AND HOME OCCUPATIONS

- A. The provisions of this section are intended to preserve and promote the residential character of neighborhoods while allowing limited commercial activity to take place. The following regulations are established to ensure that home businesses and home occupations are compatible with the neighborhood in which they are located.
2. Home Occupation: Where allowed, home occupations shall meet the following requirements:
 - a. The use is conducted entirely within a dwelling and not in an accessory structure.
 - b. Only members of the household residing on the premises may engaged in the operation of the home occupation.
 - c. No commodity shall be sold on the premises in connection with such home occupation.
 - d. There shall be no change in the exterior appearance of the building or premises to evidence that such property is used for a home occupation.
 - e. 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.
 - f. No customers or clients shall be permitted on the premises in connection with the home occupation.
 - g. There shall be no pickup or delivery by business related commercial vehicles, except for the U.S. mail and standard UPS/FedEx sized vehicles.
 - h. There shall be no outdoor display or storage of goods, equipment, or services that are associated with the home occupation.
 - i. No separate entrance or separate driveway shall be permitted for the home occupation.
 - j. No commercial vehicle associated with the home occupation shall be permitted on the premises, except within a completely enclosed garage.
 - k. Signage shall be regulated by [ARTICLE 34](#).
- B. A Home Business or a Home Occupation Permit must be issued by the Planning Commission before any home business or home occupation is initiated.
- C. A Home Business or Home Occupation Permit may be revoked by the Zoning Administrator for noncompliance with the requirements of this section.
1. The revocation notice must be provided to the property owner in writing, stating how the home business or home occupation is violating the requirements of this section.