

Licenses & Permits Portion of Website:

If you need to:	You should:	For details, call:
Operate a business in Fayette County	Apply for a business license	<b>Tax Collection</b> 2 <sup>nd</sup> Floor Lexington Fayette Government Center 201 East Main Street (859) 258-3340
Build or improve property for your business use and obtain certificate of occupancy	Apply for a building permit	<b>Building Inspection</b> 101 E. Vine Street Suite 210 (859) 258-3770
Determine if your business location is appropriate for the intended use	Check for proper zoning	<b>Building Inspection</b> 101 E. Vine Street Suite 210 (859) 258-3770
File a Kentucky Tax Registration Application Form	Contact the Kentucky Revenue Cabinet	<b>Kentucky Revenue Cabinet</b> Frankfort Office (502) 564-3306
Obtain an Employer Identification Number	Contact the US Internal Revenue Service district office	<b>US Internal Revenue Office</b> 550 Main Street Cincinnati, Ohio 45202 (513) 263-3333
Store or handle hazardous materials at your business		<b>Division of Environmental &amp; Emergency Management</b> 166 N. Martin Luther King (859) 258-3784
Cut a street or sidewalk	Apply for an encroachment plan	<b>Division of Engineering</b> 101 E. Vine Street 4 <sup>th</sup> Floor (859) 258-3410
Obtain zone change or approval of development plans	Complete appropriate application	<b>Division of Planning</b> 101 E. Vine Street Suite 700 (859) 258-3160
Tap on to sanitary sewer	Complete application for sewer tap-in	<b>Division of Engineering</b> 101 E. Vine Street 4 <sup>th</sup> Floor (859) 258-3410
Establish a restaurant that sells alcoholic beverages or operate a package store	Obtain a liquor or beer license	<b>Alcoholic Beverage Control</b> 150 E. Main Street

		(859) 258-3796
Sell food or drinks	Obtain a food handlers permit	<b>Health Department</b> 650 Newtown Pike (859) 231-9791 x221
Incorporate your business	File Articles of Incorporation or Certificate of Authority	<b>Secretary of State</b> State Capitol Building Frankfort, Kentucky 40601 (502) 564-2848
Register your business name	File business name, partnership or incorporation	<b>Fayette County Clerk</b> 162 East Main Street (859) 253-3344
Establish a state unemployment insurance account	Register with the KY Dept. for Employment Services	<b>Division for Unemployment Insurance</b> CHR Building 2 <sup>nd</sup> Floor East 275 East Main Street Frankfort, KY 40621 502-564-7456
Determine of other state license and/or permit applications need to be filed	Contact the state Business Information Clearinghouse	<b>Business Information Clearinghouse</b> Capital Plaza Tower 22 <sup>nd</sup> Floor Frankfort, KY 40601 (502) 456-4252 (800) 626-2250
Certificate of occupancy load	Determines seating capacity	<b>Fire Prevention Bureau</b> 219 E. Third Street 859-231-5668
Obtain State Building Codes and Zoning Information	Contact before opening your business or renovating an existing business structure	<b>State Building Inspector</b> 101 Sea Hero Rd. Frankfort, KY 40601 502-573-0373
Obtain State Environmental Permits	Determines whether need to obtain an environmental permit or license	<b>Division of Compliance Assistance</b> Environmental and Public Protection Cabinet 14 Reilly Road Frankfort, KY 40601 800-926-8111