

# City of Radcliff

Radcliff City Hall  
411 W. Lincoln Trail Blvd.  
Radcliff, KY 40160



Phone: (270) 351-4714  
Fax: (270) 351-7329  
www.radcliff.org

## New Business License Application

### Business Information

Sole Proprietorship  Partnership  Corporation Type of Business:

Legal Business Name: \_\_\_\_\_ dba Name:(if app) \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Local Office Phone: ( ) \_\_\_\_\_ Corporate Office: ( ) \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Owner Phone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Have you ever had a business license in Radcliff?  Yes  No

If yes, how long ago? \_\_\_\_\_ Under what name? \_\_\_\_\_

**\*A copy is required of any state license that is obtained in order to conduct business in the state of Kentucky\***

Examples: daycare provider, car dealer, medical/health care professional, etc.

Do you/ or will you have employees working in Radcliff?  Yes  No

If yes, the city has a **2% payroll withholding fee**, due quarterly, that you need to be aware of.

Do you/ or will you have sub-contractors working in Radcliff?  Yes  No

If yes, to avoid complications, be sure they possess a current Radcliff business license.

If you are a contractor involved in a construction project, such as remodeling, pool installation, etc., to determine your business license fee, the finance office requires your estimated gross receipts in advance for the period of the date of the license through the balance of the calendar year ending December 31<sup>st</sup>.

Estimated Gross Receipts: \_\_\_\_\_

**Per City Ordinance, All Other Businesses Must Pay \$25.00 Minimum**

A business within city limits to be operated out of a home, must acquire a Home Occupation Permit. A business that is operated from a commercial location within the city, must acquire a New Business Location Permit. **Applications are available at Planning & Development Dept., 2<sup>nd</sup> floor, City Hall or at [www.radcliff.org](http://www.radcliff.org)**

\_\_\_\_\_  
Planning & Development Personnel Signature

\_\_\_\_\_  
Date

### Comments:

I hereby certify that all statements on this application are true and correct to the best of my knowledge. I understand that if there are any changes in my business such as name change, owner change, phone number change, increase/decrease number of employees, move, close, or sell the business that I am required to notify the finance office to maintain up to date records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business will run on:  Calendar Year  Fiscal Year End \_\_\_\_\_



## Emergency Information Sheet

This information is forwarded to the Radcliff Police and Fire Departments for your protection.  
Please fill it out completely and update as necessary.

<b>Business Information</b>	
Business Name:	Phone:
Business Address:	
Owner(s) Name(s):	
Address:	
Phone: (    )	Mobile: (    )

<b>Emergency Contacts</b>	
During Business Hours:	
Name:	Phone: (    )
Name:	Phone: (    )
After Hours Key Holders:	
Name:	Phone: (    )
Name:	Phone: (    )
Name:	Phone: (    )

<b>Alarm Information</b>	
Do you have an alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alarm Company Name:	
Alarm Company Phone: (    )	
Alarm type? <input type="checkbox"/> Hold Up <input type="checkbox"/> Perimeter <input type="checkbox"/> Burglary	

<p style="margin: 0;"><b>FOR OFFICE USE ONLY:</b></p> <p style="margin: 5px 0;">Account #: _____</p> <p style="margin: 5px 0;">Date: _____</p>
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## Helpful Information

Internal Revenue Service

- Call to inquire about Federal ID # / Tax Exempt #

(800) 829-1040

[www.irs.gov](http://www.irs.gov)

Commonwealth of Kentucky

Revenue Cabinet

Perimeter Park West

Frankfort, KY 40601

- Call to inquire about state requirements

(502) 564-3306

[www.kentucky.gov](http://www.kentucky.gov)

Hardin County Clerk

14 Public Square

Elizabethtown, KY 42701

- Call to inquire about Elizabethtown/Hardin Co. requirements

(270) 765-2171

[www.hccoky.org](http://www.hccoky.org)

Hardin County Environmental Health Services

580-C Westport Road

Elizabethtown, KY 42701

- Call to inquire about food vending requirements

(270) 769-0312

Small Business Developmental Center

1105 Juliana Court, Ste 6

Elizabethtown, KY 42701

- Call to inquire about Small Business Information

(270) 765-6737

City of Radcliff – Planning & Development Department

411 W. Lincoln Trail Boulevard

P.O. Drawer 519

Radcliff, KY 40159-0519

- Call to inquire about new business location and sign and/ or building permits

(270) 351-1875

[www.radcliff.org](http://www.radcliff.org)

Fax: (270) 351-5846

City of Radcliff – Finance Office

411 W. Lincoln Trail Boulevard

P.O. Drawer 519

Radcliff, KY 40159-0519

- Call to inquire about business license, payroll withholding fees, commercial rentals, and residential rentals

(270) 351-4714

[www.radcliff.org](http://www.radcliff.org)

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