

**Jessamine County/City of Nicholasville**  
**Questionnaire for Occupational License Fee Account**

Return to: Occupational Tax Office, 105 Court Row, Nicholasville, KY 40356  
(859) 885-3206 \* fax (859) 887-0900

**Businesses located within the city limits of Nicholasville**, you must obtain a **Certificate of Occupancy** before beginning operation of **any** business activity. If you do not have this Certificate, contact the Nicholasville Planning Commission, 517 North Main Street, Nicholasville, KY 40356 Ph. 859-885-9385. If so, provide a copy of the certificate with this questionnaire.

**Businesses located in the County or the City of Wilmore**, you must contact the Jessamine County/City of Wilmore Joint Planning Office, 121 South Main St, Nicholasville, KY 40356, Ph. 859-885-6415 to ensure your compliance with any applicable regulations before beginning operation of any business activity.

1. Business or Trade Name: \_\_\_\_\_
2. Local Site Address: \_\_\_\_\_
3. Home Address: \_\_\_\_\_
4. Mailing Address (if different): \_\_\_\_\_  
(If mailing address is to a tax preparer who is not an employee of your business, you must complete Lines 2 and/or 3 above)
5. Social Security Number \_\_\_\_\_ Fed ID Number \_\_\_\_\_
6. Nature of Business \_\_\_\_\_  
Check if applicable:  Alcohol Sales  Live entertainment  Adult Entertainment  Hazardous Materials/Chemicals
7. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_
8. Date Started in Jessamine County \_\_\_\_\_ City of Nicholasville \_\_\_\_\_
9. Do you have employees: Jessamine County?  Yes  No City of Nicholasville?  Yes  No
10. Accounting period per federal income tax return:  Calendar Year  Fiscal Year End \_\_\_\_\_
11. Ownership  
 Sole Proprietor  Partnership  Corporation  S Corporation  
 LLC/Sole Proprietor  LLC/Partnership  LLC/Corporation  LLC/S Corporation  
 Non Profit (attach exemption letter)  Other \_\_\_\_\_
12. Name of Owner(s), partner(s) or corporate officers: Provide names and addresses.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Do you have any other business entities in Jessamine County?  Yes  No City of Nicholasville?  Yes  No  
If yes, please list here \_\_\_\_\_

I certify that, to the best of my knowledge, the above information is true and accurate and complete.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name

The Jessamine County Occupational Tax Office administers and collects all Net Profit License Fees for the County and the City of Nicholasville. If your business has employees, you will be responsible for reporting payroll and paying withholdings, as applicable, to the City of Nicholasville (859) 885-7618 and Jessamine County separately.