

ESTABLISHING A BUSINESS

IF YOU NEED TO:

YOU SHOULD:

FOR DETAILS, CALL:

Operate a business in Bardstown	Apply for a business license and Bardstown City and Nelson County Occupational Tax	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 www.cityofbardstown.org
Operate a business in Bloomfield	Apply for a business license in Bloomfield and a Nelson County Occupational Tax	Bloomfield City Hall 141 Depot Street Bloomfield, KY 40004 502-252-5235 www.bloomfieldky.com
Operate a business in New Haven	Apply for a business license in New Haven and a Nelson County Occupational Tax	New Haven City Hall 302 Center Street New Haven, KY 40051 502-549-3177 www.newhavenkentucky.org
Operate a business in Nelson County	Apply for Nelson County Occupational Tax	Nelson County Fiscal Court One Court Square Bardstown, KY 40004 502-348-1862 www.nelsoncountky.com
Determine if your business location is appropriate for the intended use	Check for proper zoning	Planning and Zoning One Court Square, 2 nd Floor Bardstown, KY 40004 502-348-1805 www.ncpz.com
File a Kentucky Tax Registration Application Form (form 10A100)	Contact the Kentucky Revenue Cabinet	Kentucky Revenue Cabinet Central KY Taxpayer Service Center 501 High Street Frankfort, KY 40602 502-564-4581/502-564-3306 www.revenue.ky.gov
Obtain an employer identification number	Contact a U.S. Internal Revenue Service district office	U.S. Internal Revenue Service 550 Main Street Cincinnati, Ohio 45202 513-263-3333/800-829-1040 www.irs.gov
Establish a restaurant that sells alcoholic beverages or operate a package store	Obtain a liquor or beer license	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 www.cityofbardstown.org

Sell food or drinks	Obtain a Food Establishment Permit	Nelson County Environmental Services 325 South Third Street Bardstown, KY 40004 502-348-3698
Incorporate your business and register the business name	File Articles of Incorporation (or Certificate of Authority if corporate headquarters is out of state). File name, proprietorship, partnership or incorporation.	Secretary of State State Capitol Building Frankfort, KY 40601 502-564-3490 or Nelson County Clerk 113 East Stephen Foster Bardstown, KY 40004 502-348-1820
Establish a state unemployment insurance account	Register with the Kentucky Department for Employment Service (Form UI1)	Division for Unemployment Insurance, CHR Building 2 nd Floor East 275 East Main Street Frankfort, KY 40621
Determine if other state license applications need to be filed	Contact the state Business Information Clearinghouse	Business Information, Clearinghouse Capital Plaza Tower, 22 nd Floor Frankfort, KY 40601 502-564-4252/800-626-2250
Apply for the City Restaurant Tax	Obtain a license	Bardstown City Hall 220 North Fifth Street Bardstown, KY 40004 502-348-5947 www.cityofbardstown.org
Obtain a Home Based Occupation Permit	Apply for Permit	Planning and Zoning One Court Square Bardstown, KY 40004 502-348-1805 www.ncpz.com
Obtain Signage Standards	Apply for Permit	Bardstown City Hall City Sign Administrator 220 North Fifth Street Bardstown, KY 40004 502-348-5947 www.cityofbardstown.org

For more information, please contact:

Nelson County Economic Development Agency
One Court Square
Bardstown, KY 40004
(502) 348-6402 x101
www.visitbardstown.com

