



CITY OF NEWPORT
 DEPARTMENT OF FINANCE & ADMINISTRATION
 LICENSE DIVISION
 (859) 292-3660
www.newportky.gov
LicenseQuestions@NewportKy.Gov

2021

AMENDED RETURN

**AMENDING OF OCCUPATIONAL LICENSE
 FOR CONSTRUCTION PROJECTS OVER \$50,000**

CN-16P

CONSTRUCTION COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

FEDERAL EMPLOYER I.D. _____

PROJECT NAME & LOCATION: _____

DATE PROJECT IS INTENDED TO START: _____

1. TOTAL GROSS COST OF CONSTRUCTION PROJECT: \$ _____

2. TOTAL OF ALL SUB-CONTRACTORS: (SEE FORM CN-5) \$ _____

3. TOTAL GROSS COST OF CONSTRUCTION PROJECT: \$ _____
 (LINE 1 - LINE 2 = LINE 3)

4. LICENSE FEE: (LINE 3 X .0035 = LINE 4) \$ _____

THE MAXIMUM AMOUNT IS \$26,400 FOR THE OCCUPATIONAL LICENSE FEE.

5. MINIMUM PENALTY IS LINE 4 X 25% = LINE 5 \$ _____
 PENALTY APPLIES - IF WORK STARTED PRIOR TO FILING THIS FORM

6. TOTAL REMITTANCE: (LINE 4 + LINE 5 = LINE 6) \$ _____

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN AND ANY SCHEDULES AND EXHIBITS ATTACHED ARE TRUE AND CORRECT.

SIGNED X _____ TITLE _____

PHONE () _____ DATE ____ / ____ / ____

MAKE PAYABLE TO: CITY OF NEWPORT * DEPT. OF FINANCE * P.O. BOX 1090, NEWPORT, KY 41071-0900

QUESTIONS CAN BE SENT TO LICENSEQUESTIONS@NEWPORTKY.GOV .



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CN-5

GENERAL CONTRACTORS LIST OF SUB-CONTRACTORS

GENERAL CONTRACTOR INFORMATION:	
COMPANY: _____	EMAIL: _____
CONTACT PERSON: _____	PHONE: () _____
STREET _____	CITY _____ STATE _____ ZIP _____
PROJECT NAME & LOCATION: _____	
DATE THE PROJECT IS INTENDING TO START: _____	
SIGNED: _____	DATE: ____ / ____ / ____
SUB-CONTRACTOR INFORMATION # 1:	
COMPANY: _____	EMAIL: _____
CONTACT PERSON: _____	PHONE: () _____
STREET _____	CITY _____ STATE _____ ZIP _____
AMOUNT OF CONTRACT FOR LISTED PROJECT:	
\$ _____	X 0.0035 = \$ _____ OR \$75.00 Minimum Fee- whichever is <u>GREATER</u> *
CONTRACT	CITY FEE
SUB-CONTRACTOR INFORMATION # 2:	
COMPANY: _____	EMAIL: _____
CONTACT PERSON: _____	PHONE: () _____
STREET _____	CITY _____ STATE _____ ZIP _____
AMOUNT OF CONTRACT FOR LISTED PROJECT:	
\$ _____	X 0.0035 = \$ _____ OR \$75.00 Minimum Fee- whichever is <u>GREATER</u> *
CONTRACT	CITY FEE
SUB-CONTRACTOR INFORMATION # 3:	
COMPANY: _____	EMAIL: _____
CONTACT PERSON: _____	PHONE: () _____
STREET _____	CITY _____ STATE _____ ZIP _____
AMOUNT OF CONTRACT FOR LISTED PROJECT:	
\$ _____	X 0.0035 = \$ _____ OR \$75.00 Minimum Fee- whichever is <u>GREATER</u> *
CONTRACT	CITY FEE

REQUIREMENTS:

* USE FORM CN-2 FOR NEW ACCOUNTS, FORM CN-16 FOR RENEWAL OF EXISTING ACCOUNTS & CN-16P FOR EXISTING ACCOUNTS WITH PROJECTS OVER \$50,000-**PREPAYMENT IS REQUIRED**

PAYROLL WITHHOLDING OF 2.5% IS **REQUIRED** ON ALL WAGES EARNED IN THE CITY OF NEWPORT.

ALL 1099 LABOR, WHETHER IT IS A COMPANY OR INDIVIDUAL, IS **REQUIRED** TO BE LICENSED IN THE CITY OF NEWPORT.

NO BUILDING OR ZONING PERMITS WILL BE ISSUED TO ANY PERSON OR BUSINESS UNTIL ALL INDEPENDENT CONTRACTORS OR SUB-CONTRACTORS HAVE BEEN IDENTIFIED AND LICENSED. USING UNLICENSED SUB-CONTRACTORS CAN RESULT IN THE TEMPORARY SUSPENSION OR PERMANENT REVOCATION OF ANY PERMIT.