



**CITY OF NEWPORT  
DEPARTMENT OF FINANCE & ADMINISTRATION  
LICENSE DIVISION**

[www.NewportKy.Gov](http://www.NewportKy.Gov)  
[LicenseQuestions@NewportKy.Gov](mailto:LicenseQuestions@NewportKy.Gov)

**CN-5**

**GENERAL CONTRACTORS LIST OF SUB-CONTRACTORS**

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

**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.**