



**CITY OF NEWPORT**  
**DEPARTMENT OF FINANCE & ADMINISTRATION**  
**LICENSE DIVISION**  
**(859) 292-3660**  
**[OL@Newportky.gov](mailto:OL@Newportky.gov)**

OCCUPATIONAL LICENSE APPLICATION FOR  
**COMMERCIAL RENTAL PROPERTY**

CN-2C

**1 APPLICATION INFORMATION:**

NAME OF APPLICANT \_\_\_\_\_ EMAIL \_\_\_\_\_

TRADE NAME OR DBA \_\_\_\_\_

MAILING ADDRESS:  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**2 CHECK TYPE OF OWNERSHIP:**  SOLE OWNER  CORPORATION  PARTNERSHIP  LLC

**3 CORPORATE INFORMATION:**

If vendor is a corporation, please list corporate name exactly as it appears on your state and federal tax return.

Corporate Name \_\_\_\_\_ Date and State of Incorporation \_\_\_\_\_

**4 ACCOUNTING PERIOD:**  CALENDAR OR  FISCAL YEAR [M/D] (\_\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_)

**5 OWNER(S) OF BUSINESS:**

If an individual, provide full name, residence address, telephone number, date of birth and social security number.

If a partnership, provide name, residence address, telephone number, date of birth and social security number of each partner.

If a corporation, provide name, address, telephone number and social security number of the president, vice-president, secretary and treasurer.

NAME/ADDRESS	TITLE	PHONE	D.O.B.	S.S.#

**6 IDENTIFICATION NUMBERS:**

Enter any or all identification numbers which apply to your company:

FEDERAL EMPLOYERS I.D. NUMBER (number used to file federal income tax) \_\_\_\_\_

KENTUCKY ACCOUNT NUMBER (number used to file KY income tax) \_\_\_\_\_

SOCIAL SECURITY NUMBER (sole-proprietor only) \_\_\_\_\_

**7 MANAGEMENT OF PROPERTY:**

LIST DULY AUTHORIZED REPRESENTATIVE WHO IS RESPONSIBLE FOR OPERATING AND MANAGING THE PROPERTY IN THE CITY.

IF THIS DUTY IS PERFORMED BY OWNER, CHECK THE BOX:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ EMAIL \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMERGENCY \_\_\_\_\_

SIGNED  \_\_\_\_\_

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

SIGNED  \_\_\_\_\_ NOTARY PUBLIC - STATE OF \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**8 PAYROLL WITHHOLDING FEE:**

Will you have employees in the City of Newport?  Yes  No If yes, give the estimated number \_\_\_\_\_

The City of Newport also has a withholding fee of 2.5 % of the gross wages paid to employees while they are working within the city limits. It is the responsibility of the business owner to withhold these fees and submit them to the City on a quarterly basis. CN-1 forms will be provided by mail or can be downloaded at [www.newportky.gov/e-government/forms/employer-individual quarterly return of license fee\(cn-1\)](http://www.newportky.gov/e-government/forms/employer-individual-quarterly-return-of-license-fee(cn-1))

If your company is using a 3rd party payroll provider, enter here: \_\_\_\_\_

**9 PROPERTY TO BE LICENSED FOR COMMERCIAL RENTAL:**

PROPERTY ADDRESS	DATE OF PURCHASE	NO. OF FLOORS	NO. OF UNITS

**10 LICENSE FEE:** The intial fee is a minimum \$75.00 which is based on \$21,428.00 X (.0035). If you are paying during the following months the fee will be prorated:

July 1 - June 30 = \$75.00      August 1 - June 30 = \$68.75      Sept 1 - June 30 = \$62.50      October 1 - June 30 = \$56.25  
 Nov 1 - June 30 = \$50.00      Dec 1 - June 30 = \$43.75      Jan 1 - June 30 = \$37.50

**11 SUB-CONTRACTORS**

Will you be employing Sub-Contractors or Independent Contractors?  YES  NO

If you checked YES to the box above, Finance Department regulations require that you submit the names, mailing addresses and a contact person for each individual sub-contractor or entity. This applies to 1099 employees in any situation. No license can be issued to you until all sub-contractors are accounted for.

Use form CN-5 for this information which can be provided by request or downloaded at:

[www.newportky.gov/e-government/forms/general contractors list of intended subs-contractors\(cn-5\)](http://www.newportky.gov/e-government/forms/general-contractors-list-of-intended-subs-contractors(cn-5))

**MAKE PAYABLE: CITY OF NEWPORT \* DEPT. OF FINANCE \* P.O. BOX 711090, NEWPORT, KY 41071**

**12 I hereby certify that all the information and statements are correct. Further, I understand that acceptance of this form by the Finance Department does not constitute approval.**

Signed  \_\_\_\_\_ Official Title \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Owner, Officer, Partner, Member, Agent, etc.)