



## Doing Business in Lexington-Fayette County

The following information will be beneficial to you as you prepare to establish your business in Lexington-Fayette County.

If you need to:	You should:	For details, call:
<p>Name Search to ensure business name is available.</p> <p>Incorporate your business and register the business name</p>	<p>File Articles of Incorporation (or Cert. of Authority if corp. headquarters is out of state)</p> <p>File name, proprietorship, partnership or incorporation</p>	<p><b>Secretary of State</b>  <b>State Capitol Building</b>            700 Capital Ave.            Frankfort, KY 40601            502-564-3490  <a href="http://www.sos.ky.gov/business/filings/forms/">http://www.sos.ky.gov/business/filings/forms/</a></p> <p><b>LFUCG Division of Revenue</b>            200 E. Main St., Suite 206            859-258-3340  <a href="http://www.lexingtonky.gov/Modules/ShowDocument.aspx?documentid=4942">http://www.lexingtonky.gov/Modules/ShowDocument.aspx?documentid=4942</a></p>
<p>Obtain an employer identification number (EIN)</p>	<p>Contact a U.S. Internal Revenue Service – Form SS-4</p>	<p><b>U.S. Internal Revenue Service</b>            1500 Leestown Rd.            Lexington, KY 40511            859- 244-2400  <a href="http://www.irs.gov/pub/irs-pdf/fss4.pdf">http://www.irs.gov/pub/irs-pdf/fss4.pdf</a></p>
<p>Operate a business in Lexington-Fayette County</p>	<p>Apply for a business license and register for local occupational taxes</p>	<p><b>LFUCG Division of Revenue</b>            (see contact info above)</p> <p><b>FCPS</b> Registration included with LFUCG</p>
<p>Determine if other state license applications need to be filed</p>	<p>Contact the state Business Information Clearinghouse</p>	<p><b>Business Information Clearinghouse</b>            Capital Plaza Tower, 22<sup>nd</sup> Floor            Frankfort, KY 40601            502-564-7140 / 1-800-626-2250  <a href="http://thinkkentucky.com/bic/permits.aspx">http://thinkkentucky.com/bic/permits.aspx</a></p>

<b>If you need to:</b>	<b>You should:</b>	<b>For details, call:</b>
Determine if your business location is appropriate for the intended use	Check for proper zoning	<b>Division of Planning</b> 101 E. Vine St., Suite 700 859-258-3160 <a href="http://www.lexingtonky.gov/index.aspx?page=328">http://www.lexingtonky.gov/index.aspx?page=328</a>
Obtain zone change or approval of development plans	Complete appropriate application	<b>Division of Planning</b> 101 E. Vine St., Suite 700 859-258-3160 <a href="http://www.lexingtonky.gov/index.aspx?page=2987">http://www.lexingtonky.gov/index.aspx?page=2987</a>
Certificate of occupancy load	Determines seating capacity pending inspection	<b>Fire Prevention Bureau</b> 211 E. Third Street 859-255-0845 <a href="http://lexingtonky.gov/index.aspx?page=548">http://lexingtonky.gov/index.aspx?page=548</a>
If business is located in a historic overlay area	Check if additional requirements & permits	<b>Division of Historic Preservation</b> 101 E. Vine St., 2 <sup>nd</sup> Floor 859-258-3265 <a href="http://www.lexingtonky.gov/index.aspx?page=496">http://www.lexingtonky.gov/index.aspx?page=496</a>
Build or improve property for your business use and obtain Certificate of Occupancy	Apply for a building permit	<b>Building Inspection</b> 101 E. Vine St., 2 <sup>nd</sup> Floor 859-258-3770 <a href="http://www.lexingtonky.gov/index.aspx?page=498">http://www.lexingtonky.gov/index.aspx?page=498</a>
Cut a street or sidewalk	Apply for an encroachment permit	<b>Division of Engineering</b> 101 East Vine St. 4 <sup>th</sup> Floor 859-258-3410 <a href="http://www.lexingtonky.gov/index.aspx?page=499">http://www.lexingtonky.gov/index.aspx?page=499</a>
Tap on to sanitary sewer	Complete application for sewer tap-on	<b>Water Quality Administration</b> 125 Lisle Industry Ave. Ste. 180 Lexington, KY 40511 859-258-3433 <a href="http://www.lexingtonky.gov/index.aspx?page=2999">http://www.lexingtonky.gov/index.aspx?page=2999</a>

If you need to:	You should:	For details, call:
Store or handle hazardous material at your business		<b>Division of Environmental &amp; Emergency Management</b> 166 N. Martin Luther King Blvd. Ste. 275 859-258-3784 <a href="http://lexcall.lexingtonky.gov/Services/Knowledgebase/defaultdivisions.aspx?id=520&amp;dn=Environmental+&amp;+Emergency+Mgmt.">http://lexcall.lexingtonky.gov/Services/Knowledgebase/defaultdivisions.aspx?id=520&amp;dn=Environmental+&amp;+Emergency+Mgmt.</a>
Establish a restaurant that sell alcoholic beverages or operate a package store	Obtain a liquor or beer license	<b>Lexington Division of Police Alcoholic Beverage Control</b> 740 National Ave 859-258-3796 <a href="http://www.lexingtonky.gov/index.aspx?page=2184">http://www.lexingtonky.gov/index.aspx?page=2184</a>
Sell food or drinks	Obtain a Food Establishment Permit	<b>Lexington Health Department Division of Environmental Health</b> 804A and 805B Newtown Circle 859-231-9791 <a href="http://www.lexingtonhealthdepartment.org/template.asp?id=38&amp;hid=17&amp;eid=18&amp;did=19">http://www.lexingtonhealthdepartment.org/template.asp?id=38&amp;hid=17&amp;eid=18&amp;did=19</a>
File a Kentucky Tax Registration Application Form (form 10A100)	Contact the Kentucky Revenue Cabinet	<b>Kentucky Department of Revenue</b> 501 High St. Frankfort, KY 40602 502- 564-4581 <a href="http://revenue.ky.gov/business/">http://revenue.ky.gov/business/</a>
Establish a state unemployment insurance account	Register with the Kentucky Dept. for Employment Service (Form UI1)	<b>Division for Unemployment Insurance</b> CHR Building, 2 <sup>nd</sup> Floor, East 275 E. Main St. Frankfort, KY 40621 502-564-3243 <a href="https://kewes.ky.gov/">https://kewes.ky.gov/</a>