

CITY OF BRANDENBURG

Business License and Occupational Fee Requirements

I acknowledge the following requirements:

- 1. Minimum Business License Fee (\$100.00):** In June of each year, a renewal letter for the business license fee is mailed/emailed to the address on file. It is due by July 1st of each year. Please complete the license application form to update any changes. Any subcontractors are required to file their own license fee.
- 2. Employer's Quarterly Return of License Fee Withheld (.333%)** – These returns are due each quarter, even if there are no wages earned in Brandenburg. Businesses must still file a zero return.
- 3.** It is the responsibility of the taxpayer to notify the City of any change of address, telephone number, and/or status in writing within 10 days of the change. If at any time in the future, the company ceases to do business in the City of Brandenburg, the City must be notified in writing to deactivate the account. The business is responsible for any and all returns for the partial quarter/year.
- 4.** Copies of our ordinance and all related forms are available on our website at www.brandenburg.ky.gov.
- 5.** Please respond to ALL notices you receive in the mail or through e-mail. Call us with questions or concerns at 270-422-4981.
- 6.** Please return all documents and payment to: **City of Brandenburg, P.O. Box 305, Brandenburg, KY 40108.**

CITY OF BRANDENBURG

LICENSE APPLICATION

Business Information	
Applicant/Contact Person Name:	Phone:
Doing Business As:	FEIN #:
Type of Business:	Email:
Business Address:	
Mailing Address (if different):	
Tax Preparer Name & Phone #:	
Will you be using subcontractors? ☐ YES ☐ NO	Employees Receive: ☐ W2? ☐ 1099? _____ # of employees
When will you begin conducting work in Brandenburg?	Food Vendor? ☐ YES ☐ NO <i>If yes, must provide health dept. inspection</i>
Do you rent/lease a location in Brandenburg? ☐ YES ☐ NO <i>If yes, list landlord's name and address:</i>	
Please list any name, title, and phone # for any other contacts for the business:	
Every person or business entity conducting business for gain or profit in the City, shall first be approved by the City Clerk and/or their designee. <i>A minimum license fee of \$100.00 must be paid at time of application.</i> The license fee withheld from employees' earnings (.333%), must be remitted on a quarterly basis. Licensees are required to notify the City of all changes, in writing, should anything change from the current business license holder. Should it come to the City's attention the applicant's place of business is in violation of any or all City ordinances, the City Clerk and/or their designee has the right to withhold issuance of a license or revoke a current license. By signing below, I acknowledge that I have read and understand the requirements outlined above for conducting business within the City of Vine Grove.	

Signature: _____ Date: _____

Office use only:	
Date acted on by City Council: _____	
_____ License Issued	_____ License Denied
License #:	Issue Date:

Brandenburg City Police Department

<https://brandenburg.ky.gov/police-department/>



EMERGENCY CONTACT INFORMATION

Business Name _____

Business Address _____

Business Phone (daytime operation) ____ - ____ - ____

Owner/Manager _____

Emergency Contact Person _____

Emergency Contact Number ____ - ____ - ____ ____ - ____ - ____

**Does your business have an alarm
system? Yes or No**

If yes, please list the following:

If alarm is activated, who is the name of the key holder to be notified?

Alarm Company Name _____

Alarm Company Contact Number ____ - ____ - ____

*****IF ANY OF THIS INFORMATION CHANGES PLEASE CONTACT/NOTIFY US AS SOON AS POSSIBLE*****