

CITY OF DRY RIDGE

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Dry Ridge, Kentucky 41035-0145

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www.cdrky.org

Office of the City Clerk

Amy Kenner

Subject : Business License

Dear Business Owner,

You are receiving this letter to give you information regarding renewing your Business License with the City of Dry Ridge. On March 20, 2017, the City of Dry Ridge adopted Ordinance 828-2017. This ordinance switches the business license from a type of business payment scale to a percentage of gross receipts. The current rate is 0.05%, with a minimum fee of \$40.00 and a maximum fee of \$1,000.00.

This ordinance also adopted the OL-S state form for submitting a business license. This form can be found at <http://business.cdrky.org>. You will also find instructions on how to complete the form properly and the required documentation that must be submitted with the application. You will find your Tax District Account Number listed above, you will need this number on your application. The City of Dry Ridge will only accept forms that are filled out completely and have the appropriate tax documentation attached. Any incomplete forms will be returned and considered late.

Any business entity who has outstanding payroll taxes, property taxes, tangible taxes, or unpaid previous business license fees will not be granted a new business license until they are in good standing with the city. If found to be operating in the city limits after July 1st without a current business license, a stop work order will be issued and enforced until a license is obtained.

For entities that are exempt (i.e. non-profit, schools, churches, and government entities) a payment is still not required for the business license, however, the first page of the applications must be completed in full and returned with the appropriate signatures in section 3 of page 3 by July 01, 2017.

Businesses having fiscal years ending between October 31st and March 31st will be required to submit their application and payment by July 01, 2017. Their license will be in effect until the 15th day of the fourth month following the close of the current fiscal year. At which time a new application and payment must be submitted.

Businesses having fiscal years ending between April 30th and September 30th will be required to submit their application by July 01, 2017 indicating when their fiscal year ends. Their current business license will be extended until the 15th day of the fourth month following the close of this fiscal year, at which time a new application and payment must be submitted. The new business license will then be in effect until the fourth month after the close of the next fiscal year.

If you should have questions please feel free to contact either Amy Kenner or Brent Cummins at 859-824-3335.

James Wells, Mayor
jim.wells@cdrky.org

Amy Kenner,
City Clerk/ Treasurer
amy.kenner@cdrky.org

Thank you for doing business in the City of Dry Ridge,
Amy Kenner
City Clerk/Treasurer

