



Home-Based Business Permit Application

**Campbell County & Municipal
Planning & Zoning Commission**
1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County **or** in the City of:
- Cold Spring Crestview Dayton Melbourne
- Silver Grove Southgate Woodlawn

2. Project Address: _____

3. Proposed Business Name: _____

4. PIDN: **999-99-**____ - ____ . ____ Zone: _____

5. **Applicant's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

6. **Property Owner's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. Describe the type of business to be operated: _____

8. Number of employees who do not reside on the property: _____

9. What structure(s) will be used for business activities?

- Primary Dwelling Accessory Structure
- Percentage of floor area? _____ % How many? _____

10. Approximately how many customers will be expected to visit the property per week? _____

11. How will deliveries be received at the property?

12. How many off-street parking spaces are located on this site? _____

13. What are the anticipated hours of operation for your business?

_____ AM TO _____ PM

14. What exterior changes will be made to the property?

15. Will there be any on-site sign(s) for this business? Yes No

16. SIGNATURE: I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. All fees are nonrefundable. If work begins prior to issuance of a permit, all fees will be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances.

Print Name

Owner Signature Date

The following documents are **required for all** projects and must be submitted with all applications.

- Two (2) sets of the site plan showing the location of the proposed business activity.
- Occupational Tax License for Home-Based Business
- Permit Fee per current fee schedule

NOTE: A separate building permit application will be required for renovation/remodeling to accommodate business use.

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:

FEE	DESCRIPTION	Code
\$	Zoning Permit	HOMEBB
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

Building: _____
Zoning: _____

- Approved
- Approved with conditions
- Denied

Current Zone: _____

Total Sq. Ft.: _____

- Light: No Permit Required
- General: _____
- Other: _____

Processed By: _____

- Cash
- Credit Card
- Check #: _____

Check Name: _____