

1. Contact Triple S Planning Commission

The first and most important step to take when preparing to start a business in Shelby County is notifying the Triple S Planning Commission to obtain Zoning Information and to confirm the proposed (business) use is permitted. The contact information for Triple S Planning Commission is:

419 Washington Street
Shelbyville, Kentucky 40065
Phone: (502) 633-1718
Fax: (502) 633-1709
Email: rlibke@shelbypz.com

2. Register Your Business Name and Register with State.

Most businesses must be incorporated with the state before they register with this office. (If you're a sole proprietor, this step is optional. However, you are still required to register with this office.)

First, determine that the legal name of your business entity is available. Kentucky has a One Stop Business Portal that will walk you through the incorporation process online.

<https://onestop.ky.gov>

This process will allow you to:

- Register with the Kentucky Department of Revenue
- Meet Kentucky tax requirements

After completing the online registration, you will have an official business name. You can then use this name on your occupational license application.

3. Register for a Federal Employer Identification Number (EIN)

You can apply online at www.irs.gov or you can call 1-800-829-4933 for a **Federal EIN** (also known as a **Federal Taxpayer Identification Number**) for your business. The process is free and takes about 15 minutes.

Once you have a **Federal EIN**, you will include it on your occupational license application.
