

SUBMITTING YOUR APPLICATION

You can submit the application in person or by mail. Please include a check for the \$25.00 license fee made payable to Shelby County Occupational License Fee Office. To submit by mail or in person our address is:

Shelby County Occupational License Office
419 Washington St
Shelbyville, KY 40065

- a) **Operating a business in commercial/office setting:** For those operating in an office or commercial setting, a business license application must be complete and submitted with the \$25.00 application fee.
- b) **Operating a business in your home:** For those operating a business based from a home that is located in the county, a business license application must be completed and submitted with the \$25.00 application fee as well as approval from Shelby County Planning and Zoning.

Businesses outside of Shelby County that work in Shelby County

For businesses located outside the county but perform work in the county, a business license application must be completed and submitted with a \$25.00 application fee.

Non-Profit Organizations

Non-Profit organizations that have employees must complete a business license application in order to register for a Shelby County withholding account. However, they are exempt from the application fee, and are exempt from the Net Profit License Fee Tax.
