

The Louisville Municipal Code (LMC) requires that every person engaged in the operation, conduct, or carrying on of any trade, profession, business, or occupation within the City, with the object of gain, benefit or advantage, whether direct or indirect, and regardless of whether goods or services are sold, to obtain a Louisville Sales/Use Tax License. The City does not require a separate business license.

Licensing Required/Fee

The licensing requirement includes home-based businesses operating within the City boundaries and any business that is engaged in business in the City by performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use, or consumption within the City. Engaged in business in the City includes but is not limited to:

- Directly, indirectly, or by a subsidiary, maintains a building, store, office, salesroom, warehouse, or other place of business within the City;
- Sends one or more employees, agents or commissioned sales persons into the City to solicit business or to install, assemble, repair, service, or assist in the use of its products, or for demonstration or other reasons;
- Maintains one or more employees, agents or commissioned sales persons on duty at a location within the City;
- Owns, leases, rents or otherwise exercises control over real or personal property within the City, or;
- Makes more than one delivery into the City within any 12-month period

The City of Louisville Tax Department administers all City sales/use tax licensing. Application forms can be obtained at City Hall offices or from the City website www.louisvilleco.gov on the Sales Tax and Licensing Division page. Applications must be fully completed and submitted with the annual license fee of \$25. Licenses are subject to renewal on an annual calendar year basis, and all business changes should be reported at that time. There is no proration of the license fee for partial years. Licenses cannot be transferred.

All special event vendors must obtain the same Sales/Use Tax License and remit the same \$25 fee; however, they should complete the Special Events Sales/Use Tax License application so they may designate the months they will be making sales in the City. This avoids the necessity for the vendor to remit zero tax returns for inactive months. Please refer to the "Special Events Vendors" publication in the Tax Guide for further information.

The City of Louisville restricts the actions of mobile vendors, door-to-door solicitors and peddlers. All Mobile Retail Food Vendors must complete and submit a separate application to receive a City permit. Also see "Peddlers and Solicitors" in the Tax Guide for further information.

The information contained in the Tax Guide publications is intended to offer general guidance in layman's terms, for this topic, industry or business segment, and is not intended for legal purposes to be substituted for the full text of the Louisville Municipal Code rules and regulations. This guide does not constitute a city tax policy.

Each separate physical location of a business entity, or premise a business uses within the City, is required to obtain a separate Louisville sales/use tax license.

Tax Returns/Required Reporting

The start date indicated on your license application must reflect the start date of any business activities within the City, and sales/use tax returns must be remitted from that date to the present even if there was no tax due or collected.

Businesses which fail to license with the City are subject to audit, collection, and assessment of any sales or use tax owed from the first date of business activity in the City.

Businesses which close, move, or are sold, must submit written notice to the Tax Department and file a final Sales/Use Tax Return. New business owners must obtain a separate Sales/Use Tax License and no license is transferrable unless a previously licensed business is moving within the City.

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