

# Submit or renew application

This is the procedure for submitting or renewing your application online.

- After you successfully login and click on the Amusement button, you will be taken to a new window with all your information under various tabs as seen below.

KDA TESTING LLC [COMPANY# 100000]

**New Application** Applications Inspections Add Rides & Insurance Insurances Add Itinerary Itineraries Rides Payments Add Payment

**2023 APPLICATION**

**PART 1**

**PHYSICAL ADDRESS**  
1000 MAIN ST FRANKFORT KY 40601  
FRANKLIN COUNTY

**MAILING ADDRESS**  
ATTN: JOHN DOE  
PO BOX 1000 FRANKFORT KY 40601  
FRANKLIN COUNTY

If the business name or the address information needs to be updated, please email [karen.dulaney@ky.gov](mailto:karen.dulaney@ky.gov)

**PART 2**

**EXISTING RIDES**

Ride	Serial No	Maker	Insurance
BIGGIE BOUNCE (AIR INFLATABLES)	12345-6	PENTES PLAY	TEST INSURANCE (Expiration - 12/31/2023)
MEGA BOUNCE (AIR INFLATABLES)	23456-7	PENTES PLAY	TEST INSURANCE (Expiration - 12/31/2023)
AQUASLIDE (WATER RIDES)	AQ4567	SLIDE INC	TEST INSURANCE (Expiration - 12/31/2023)
PLAYPORT (WOODEN ROLLER COASTER)	456789-12	PENTES PLAY	TEST INSURANCE (Expiration - 12/31/2023)

If you want to add new rides, remove existing rides or update their insurance, you can do it after submitting this application from [Add Rides & Insurance](#) tab.

**PART 3**

I hereby apply for a permit to operate amusement rides/attractions as prescribed by the provisions of KRS 247.232 through KRS 247.236 and the rules and regulations of the Kentucky

- Look for the “New Application” tab and click on it.
- You should see your online application with PART 1, PART 2, PART 3 sections etc.
- Under PART 1 section, if there is any information that needs to be updated, you can send an email to the email address listed there.
- Under PART 2 section, if you want to add new rides, remove existing rides, add or remove insurance, you can do it after submitting the application from Add Rides & Insurance tab.
- Carefully read through PART 3 and notify your consent by checking all the checkboxes.

### PART 3

I hereby apply for a permit to operate amusement rides/attractions as prescribed by the provisions of KRS 247.232 through KRS 247.236 and the rules and regulations of the Kentucky Department of Agriculture. Amusement ride means any mechanized device which carries passengers over a fixed or restricted course for amusement, pleasure or excitement. Attraction means any building or structure over or through which people may walk, climb, slide, jump, or move that provides amusement, pleasure or excitement. This does not include shows, games or concessions.

- I understand that I must maintain a copy of the insurance policy on site for KDA inspectors.
- I understand that I must maintain a copy of maintenance records for each ride or attraction on site for KDA inspectors.
- I understand that I must maintain a copy of daily pre-opening checklists on site for KDA inspectors.
- I understand that I must maintain a copy of the most current manufacturer's manual and bulletins for each ride or attraction on site for KDA inspectors, and that operators must be familiar.
- I understand that I must maintain and submit an up to date itinerary of operation to the KDA prior to the operation of rides or attractions. I understand that the itinerary form is on the KDA website and may be submitted electronically.
- I have read and understand all statutes and regulations pertaining to amusement rides and attractions.
- I understand that this application will be returned to me if all fields are not properly filled.

Submission Date	Title	Electronic Signature
<input type="text" value="01/19/2023"/>	<input type="text"/>	<input type="text"/>

Uploaded documents

No documents found

#### UPLOAD SCANNED DOCUMENTS

Do not upload any insurance documents here.

Insurance docs needs to be uploaded from Add Rides & Insurance tab above

File Title

No file chosen

- Print in your title and sign the electronic signature by typing your full name.
- At the bottom of the page, you will see a section **UPLOAD SCANNED DOCUMENTS**. Only upload application related documents. Do not upload any insurance document here. Insurance documents can be uploaded from Add Rides & Insurance tab.
- Click Save button to submit your application. Your application should be automatically approved. KDA staff will contact you if they need any further information from you.
- You could proceed to Add Itinerary, Add Rides & Insurance etc. by going to the respective tabs.