

## MUNICIPAL LICENSE CHECKLIST

**WEST VIRGINIA STATE BUSINESS REGISTRATION CERTIFICATE**

To acquire the State Business Registration Certificate you may contact the State Office at (304)558-3333, [www.wvtax.gov](http://www.wvtax.gov), or at their physical location at 153 West Main Street. Please remit a copy to the Tax & License Office with your Municipal License Application. They may also be reached at (304) 624-0434.

**AND/ OR**

**WEST VIRGINIA STATE CONTRACTOR LICENSE**

To acquire the State Contractors License you may contact the State Office at (304)558-7890, [Labor.wv.gov](http://Labor.wv.gov), or at their physical location at 1900 Kanawha Boulevard East State Capitol Complex-Building 3, Room 200 Charleston, WV 25305.

**MUNICIPAL BUSINESS LICENSE APPLICATION**

**FEES: ANY RETROACTIVE BUSINESS & OCCUPATION TAXES**

**\$20 ANNUAL BUSINESS LICENSE FEE or \$75 HANDYMAN BUSINESS LICENSE**

- ◆ Your Municipal License Application will also set you up for the business and occupation tax, which is to be paid quarterly.

1<sup>st</sup> Quarter: January 1 – March 31

2<sup>nd</sup> Quarter: April 1 – June 30

3<sup>rd</sup> Quarter: July 1 – September 30

4<sup>th</sup> Quarter: October 1 – December 31

Business and occupation tax return forms will be sent toward the end of each quarter to the mailing address on your application and are due within 30 days.

- ◆ Your Municipal Business License is to be renewed on or before July 1<sup>st</sup> of each year. Renewal forms will be sent in early June to the mailing address on your application and are to be paid on or before July 1<sup>st</sup>.

## CODE ENFORCEMENT REQUIREMENTS

(304)624-1633. Their office is located at 222 West Main Street on the second floor.

**CERTIFICATE OF USE AND OCCUPANCY**

An inspection of rental or commercial property.

**MINOR OR MAJOR HOME OCCUPANCY**

This is required when your business operates or physical address is located at a residence in city limits.

**RENTAL REGISTRATION**

Form for rental property owners.

**BUILDING PERMITS**

Required for all construction projects in city limits.

IF YOU TRANSFER YOUR BUSINESS OR CEASE BUSINESS WITHIN THE CITY LIMITS AND WISH TO CLOSE THE ACCOUNT PLEASE CONTACT THE TAX & LICENSE OFFICE TO AVOID ASSESSMENTS AND PENALTIES ON UNREPORTED TAX RETURNS. IF YOU DO NOT CONTACT US TO CLOSE THE ACCOUNT, WE ASSUME THAT YOU ARE STILL CONDUCTING BUSINESS WITHIN CLARKSBURG CITY LIMITS.

IF YOU DO NOT COLLECT ANY GROSS INCOME WITHIN A QUARTER YOU MUST STILL FILE A TAX RETURN TO AVOID ASSESSMENT AND PENALTY. IF NO INCOME IS COLLECTED YOU WILL SIMPLY FILE A ZERO ON THE FORM AND MAIL IT IN.

If at any time you would like assistance in calculating your tax, have any questions, or require any additional information, please feel free to contact **Tax & License Clerk Alea Bartlett** at (304) 624-1630 or [abartlett@cityofclarksburgwv.com](mailto:abartlett@cityofclarksburgwv.com).