



MUNICIPAL LICENSE APPLICATION
CITY OF CLARKSBURG

222 West Main Street, Clarksburg WV 26301
Phone (304) 624-1630 FAX (304) 624-1070

OFFICIAL USE ONLY

Fiscal Year
License No.
License Fee \$
Date Issued
By

Please Print or Type

FULL NAME OF BUSINESS:
CORPORATION NAME: (if applicable)
BUSINESS PHYSICAL ADDRESS: (Do not use PO Box)
MAILING ADDRESS:
BUSINESS PH # CELL PH # EMAIL:

TYPE OF BUSINESS ENTITY: Individual Partnership Corporation LLC Other

BUSINESS CLASSIFICATIONS: (Check all that apply)

MANUFACTURING RETAIL WHOLESALE SERVICE UTILITY BANKING OR OTHER FINANCIAL INSTITUTION AMUSEMENT OTHER (Describe)
RENTAL (Residential Property) RENTAL (Commercial Property) RENTAL (Other Type - Specify) CONTRACTOR (MUST PROVIDED COPY OF WV LICENSE)

MUNICIPAL LICENSE REGISTRATION FEE: \$20.00 NOT FOR PROFIT (provide IRS determination letter)

BEER, WINE, LIQUOR (must provide copy of West Virginia license from ABCC (license fees, as follows)

Table with 4 columns: Item, Fee, Item, Fee. Includes categories like BEER (Distributor) \$250.00, PRIVATE CLUB (Non-Profit Fraternal) \$375.00, etc.

TOTAL FEE FOR ALL CATEGORIES CHECKED \$

NOTICE: Your license will expire June 30th. Failure to secure new license on or before July 1 may result in a \$50.00 penalty for each month delinquent, or fraction thereof.

List Names of all Owners, Partners, or Corporate Officers: (Use separate sheet of paper if necessary)

Table with 5 columns: Name, Title, Home Address, Social Security # (last 4 digits only), Home / Cell Phone #. Rows 1, 2, 3.

Date Business Began or Will Begin in Clarksburg: (Must Attach Copy of West Virginia Tax Department Business Registration Certificate)

Do you or will you own the structure where your business is conducted? Yes No
If no, give name, address, and telephone number of owner

Total GROSS SQUARE FOOTAGE within structure of business area owned or leased: (Must Be Provided) (May be verified)

DESCRIBE THE BUSINESS ACTIVITY, THE TYPE OF PRODUCT SOLD OR SERVICE OFFERED, AND THE SPECIFIC LOCATION OR AREA/S WITHIN THE CITY LIMITS WHERE BUSINESS ACTIVITY WILL BE CONDUCTED (if applicable). MUST BE COMPLETED IN DETAIL LISTING ALL ASPECTS OF YOUR BUSINESS.

Complete the section below if the business activity for which you are requesting a license involves property that you rent to others. (Use separate sheet of paper if necessary)

Table with 5 columns: Address of Rented Property, Commercial or Residential, Current Tenant's Name, Estimated Annual Rental Income, Date Rented. Rows 1, 2, 3.

** REFER TO THE REVERSE SIDE OF THIS APPLICATION FOR INFORMATION AND TAX & LICENSE REQUIREMENTS ** (MUST READ)

SIGNATURE OF APPLICANT PRINT NAME TITLE DATE

PLEASE READ COMPLETELY AND CAREFULLY

GENERAL – ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30th OF EACH YEAR. THE BUSINESS LICENSE MUST BE RENEWED ON OR BEFORE JULY 1st OF EACH YEAR. ANY BUSINESS WHO FAILS TO MAKE THE APPROPRIATE APPLICATION, FAILS TO RENEW ITS ANNUAL CITY LICENSE, OR FAILS TO PAY THE APPROPRIATE TOTAL LICENSE FEE IS LIABLE FOR A PENALTY OF \$50.00 PER MONTH, OR FRACTION THEREOF, FOR EACH MONTH BUSINESS ACTIVITY IS CONDUCTED WITHOUT A VALID LICENSE.

- THE ANNUAL MUNICIPAL LICENSE FEE IS NOT PRORATED.
- THE ANNUAL MUNICIPAL PRIVATE CLUB LICENSE FEE IS PRORATED BY HALF A YEAR.
- THE ANNUAL MUNICIPAL LICENSE FEE FOR THE SALE OF BEER IS PRORATED QUARTERLY.

YOU MUST COMPLETE THIS APPLICATION IN ITS ENTIRETY; PAY ALL THE REQUIRED FEES; AND SUBMIT THE APPLICATION AND PAYMENT TO THE OFFICE OF THE DIRECTOR OF FINANCE. IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION, YOU MAY CONTACT THE FINANCE DEPARTMENT'S TAX & LICENSE CLERK AT (304) 624-1630.

STATE OF WEST VIRGINIA STATE TAX DEPARTMENT BUSINESS REGISTRATION CERTIFICATE – APPLICANT MUST PROVIDE A COPY OF A STATE OF WEST VIRGINIA LICENSE, OR PROOF THAT APPLICATION HAS BEEN MADE, BEFORE A CITY LICENSE CAN BE APPROVED AND ISSUED. YOU MAY VISIT THE STATE OF WEST VIRGINIA TAX DEPARTMENT AT 151 W MAIN STREET (IN THE DMV BUILDING, 3RD FLOOR), CLARKSBURG, OR YOU MAY CALL **(304) 558-3333 or (304) 627-2109**.

USE & OCCUPANCY PERMIT –THE APPLICANT MUST MAKE APPLICATION FOR AND SECURE A USE & OCCUPANCY PERMIT FROM THE CITY'S CODE ENFORCEMENT OFFICE. FOR THE COST AND/OR ANY INFORMATION PERTAINING TO THIS PERMIT, YOU MAY CALL (304) 624-1633.

FIRE SERVICE PROTECTION FEE – THE CITY ASSESSES A FIRE SERVICE PROTECTION FEE FOR BOTH, COMMERCIAL AND RESIDENTIAL PROPERTY OWNERS.

- **NON-RESIDENTIAL PROPERTY OWNERS/TENANTS** ARE BILLED **MONTHLY** BASED ON THE TOTAL SQUARE FEET OF THE STRUCTURE OCCUPIED BY THE BUSINESS ESTABLISHMENT. PROPERTY OWNERS ARE BILLED AT 6.75 CENTS PER SQUARE FOOT, AND TENANTS ARE BILLED AT 3.40 CENTS PER SQUARE FOOT (IF TENANT IS NOT THE OWNER OF THE PROPERTY)
- **RESIDENTIAL PROPERTY OWNERS** ARE BILLED **BI-MONTHLY** AT \$15.00, OR **ANNUALLY** AT \$90.00.

IF YOU HAVE ANY QUESTIONS CONCERNING FIRE SERVICE PROTECTION FEES YOU MAY CONTACT THE SERVICE FEE BILLING OFFICE AT (304) 624-1634 OR (304) 624-1635.

BUSINESS & OCCUPATION TAX – THE CITY LEVIES A BUSINESS AND OCCUPATION (B&O) TAX BASED ON THE TOTAL GROSS SALES OR GROSS RECEIPTS OF THE BUSINESS ACTIVITY. B&O TAXES ARE TO BE PAID QUARTERLY (ANNUALLY FOR RESIDENTIAL RENTAL ACCOUNTS), ON OR BEFORE THE EXPIRATION OF THIRTY DAYS FROM THE END OF THE TAX PERIOD. B&O TAX RETURN FORMS WILL BE AUTOMATICALLY MAILED TO THE ABOVE BUSINESS MAILING ADDRESS.

TAX CREDIT – A B&O TAX CREDIT IS AVAILABE FOR ELIGIBLE BUSINESSES LOCATING IN THE DOWNTOWN CENTRAL BUSINESS DISTRICT, GLEN ELK #1 AND #2, AND THE BUSINESS TECHNOLOGY CENTER. TAXPAYER MUST MAKE APPLICATION TO RECEIVE CREDIT.

PURCHASE OF EXISTING BUSINESS – IF YOU ARE MAKING APPLICATION FOR A CITY LICENSE TO ASSUME THE OWNERSHIP AND OPERATION OF AN EXISTING BUSINESS FROM THE PREVIOUS OWNER, YOU ARE REQUIRED TO WITHHOLD A SUFFICIENT AMOUNT OF YOUR PURCHASE MONEY UNTIL YOU RECEIVE VERIFICATION FROM THE CITY THAT ALL BUSINESS AND OCCUPATION TAXES DUE THE CITY FROM THE PREVIOUS OWNER HAVE BEEN PAID. YOU WILL BE HELD LIABLE FOR THE TAX DEBT OF THE PREVIOUS OWNER AND YOU MAY ELECT TO PAY THESE TAXES AT THE TIME YOU OBTAIN YOUR LICENSE.

CLOSURE OR SALE OF BUSINESS – YOU ARE REQUIRED TO NOTIFY THE FINANCE DEPARTMENT **IN WRITING**, STATING THE EXACT DATE OF SALE OR CLOSURE, AND FILE YOUR FINAL TAX RETURN WITHIN THIRTY (30) DAYS OF CLOSURE OR SALE OF BUSINESS.

CHANGE IN BUSINESS NAME OR ENTITY OR PARTNERSHIP – IF THE LEGAL BUSINESS ENTITY CHANGES, A NEW LICENSE AND PAYMENT OF THE APPROPRIATE LICENSE FEE IS REQUIRED. IF A PARTNER CHANGES, OR THE NAME OF THE BUSINESS CHANGES, NO NEW LICENSE IS REQUIRED, BUT THE FINANCE DEPARTMENT IS TO BE GIVEN WRITTEN NOTICE.

THE APPLICANT AND/OR BUSINESS HAS READ AND UNDERSTANDS ALL THE INFORMATION PROVIDED IN THIS APPLICATION AND CERTIFIES, SWEARS, AND ATTESTS, BY PLACING HIS/HER SIGNATURE ON THE FRONT OF THIS APPLICATION, THAT ALL THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE OR BELIEF.

MUNICIPAL/CONTRACTOR 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, 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, 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.
 - 1st Quarter: January 1 – March 31
 - 2nd Quarter: April 1 – June 30
 - 3rd Quarter: July 1 – September 30
 - 4th 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 1st 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 1st.

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 Cherish Dutchess** at (304) 624-1630 or cdutchess@cityofclarksburgwv.com.