



BUSINESS LICENSE INFORMATION PACKET

P.O. Box 691 | Ceredo, WV 25507
Phone: (304) 453-1041 Fax: (304) 908-9670
www.ceredowv.gov | licensing@ceredowv.gov

In order to conduct business in the Town of Ceredo you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at www.ceredowv.gov, contact City Hall at the address listed above, or in person at City Hall located at 700 B Street.

A business license is valid for one year ~~beginning~~ July 1 and ending June 30. A business license renewal will be sent around June 1st each year by **email only**. The Town of Ceredo will no longer mail renewals. All business licenses expire on June 30th of each year. Business license fees are not prorated.

Below is a list of general information regarding the application process:

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a Town of Ceredo Business License. **(A copy of this certificate must accompany your application.)**
 - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone: (304) 558-3333, or online at business4.wv.gov.
- The fee for the General Business License is \$20.00.
 - Exceptions include contractors, real estate, and businesses selling alcohol or those who have video lottery. Full fee list is on the following page.
- **CONTRACTORS:** All contractors, sub-contractors, and electrical contractors must provide a copy of their WV State Contractor's License and a Certificate of General Liability Insurance with the Town of Ceredo as the certificate holder. Please use our mailing address of PO Box 691, Ceredo, WV 25507. **(A copy of your WV contractors license and certificate of liability insurance must accompany this application)**
- **RENTAL:** Any person(s) who furnishes a real property for lease or rent for any purpose, which includes Class IV properties, is required to obtain a Business License. Property information must be included on the license application.
- **Third Party Payroll Servicers** need to obtain a license for the payroll company as well as obtain a license for their client.
- **COSMETOLOGISTS:** All cosmetologists renting a "booth" or "space" within a salon, must have their own General business license along with the Salon itself.
- A **Business and Occupation Tax Return** is due quarterly. Once the business license has been obtained. These forms can be found online at www.ceredowv.gov.
- **THE BUSINESS LICENSE APPLICATION MUST BE COMPLETED IN FULL. ANY INFORMATION THAT IS NOT INCLUDED WILL RESULT IN YOUR APPLICATION BEING DENIED AND RETURNED TO YOU.**



BUSINESS LICENSE APPLICATION

P.O. Box 691 | Ceredo, WV 25507
 Phone: (304) 453-1041 Fax: (304) 908-9670
 www.ceredovv.gov | licensing@ceredovv.gov

FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

NEW RENEWAL OWNERSHIP CHANGE ADDRESS CHANGE NAME CHANGE

| BUSINESS INFORMATION | | | |
|------------------------------|-------|--------------------------|---------------|
| Business Name | | DBA (Doing Business As) | |
| Business Street Address | | Business Mailing Address | |
| City, State, Zip | | City, State, Zip | |
| Business Phone | Fax # | Federal ID Number | WX Tax Number |
| Primary Contact Name / Phone | | Primary Contact Email | |

| BUSINESS OWNER AND CONTACT INFORMATION | |
|--|--------------------------------|
| Owner Name | |
| Corporate Contact Name (if applicable) | Corporate Contact Phone Number |
| Corporate Contact Email Address | |
| Payroll Preparer Contact Name | Payroll Preparer Phone |
| Payroll Preparer Email Address | |

| ADDITIONAL INFORMATION | | | |
|--|--|--|---|
| NAICS Code (census.gov/naics) | Describe the Nature of the Business. If construction, enter job site address below.** | | |
| Home Based Business: | YES NO | Do you intend to Solicit Door to Door? | YES NO If yes, please contact Licensing at (304) 908-9677 |
| Ownership Type: | C Corp S Corp Sole Proprietor Partnership LLC Non Profit Other _____ | | |
| WV Contractor # | Does your company have potential industrial/commercial storm water discharges? If yes, contact Dustin Long at (304) 908-9234 or email – dlong@ceredovv.gov | | YES NO |
| **If construction, the location of the job site in the Town of Ceredo | | | |
| Do you lease or own the property where your business is located? Lease Own | | | |
| Name, address and phone number of the property management company or owner: _____ | | | |
| _____ | | | |

Please continue next page.

BUSINESS LICENSE CATEGORY & FEES

PLEASE SELECT THE APPLICABLE LICENSE CATEGORY BELOW

| | | | |
|---|--|---|---------|
| General Business License | \$20 | Insurance Company | \$25 |
| *Property Rentals (Commercial & Residential) <i>Please complete real estate section below.</i> | \$20 | Insurance Agent (per agent) | \$10 |
| Hawker/Peddler | \$20 | LIQUOR RETAIL OUTLET | |
| Itinerant Vendor | \$500 | Class A Store – Liquor License | \$1,120 |
| Real Estate Broker | \$25 | Class B Store – Liquor License | \$1,120 |
| Real Estate Sales Agent | \$10 | PRIVATE CLUB | |
| Contractor | \$90 | Less than 1,000 Members | \$650 |
| Trailer Courts | \$150 | More than 1,000 Members | \$1,300 |
| Chiropractors | \$25 | Fraternal, Veterans, or Non-Profit Club | \$500 |
| Dentist | \$25 | BEER | |
| Embalmers / Funeral Directors | \$20 | Brewery | \$500 |
| Funeral Establishments / Crematories | \$75 | Distributor | \$250 |
| CONTRACTORS MUST ATTACH A COPY OF THEIR WV CONTRACTOR'S LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH THE TOWN OF CEREDO LISTED AS A CERTIFICATE HOLDER. | | Dispenser or Club | \$120 |
| | | Cold Package Carry-Out | \$120 |
| | | Warm Package Carry-Out | \$35 |
| | **ATTACH COPY OF WV ABC LICENSE** | | |

**Real Estate Rental Business Only
(Attach additional sheets, if necessary)**

| Property Address | No. of Units | Tenant | | Check One That Applies | |
|------------------------------|--------------|----------|-------------|------------------------|----------|
| | | Business | Residential | City Refuse | Dumpster |
| <i>Example: 725 B Street</i> | <i>10</i> | | <i>X</i> | | <i>X</i> |
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| SIGNATURE AND INFORMATION | |
|--|---------------------------------|
| The information provided on this form is true and complete to the best of my knowledge: | |
| Applicant's Signature | Applicant's Name (please print) |
| Title | Date |
| Phone | Email |

| PAYMENT INFORMATION | | |
|--|---|--|
| CASH | CHECK NO. _____ | CREDIT CARD (PROCESSING FEE WILL APPLY) |
| Credit Card Payments (Check One): | | |
| VISA | MASTERCARD | DISCOVER |
| AMEX | | |
| CREDIT CARD NUMBER | - | - |
| EXP DATE: (MM/YY) | CVV CODE: | BILLING ZIP CODE: |
| CARD HOLDER SIGNATURE | AMOUNT PAID: \$ (Additional Processing Fee Will Be Added) | |

Filing Instructions:

Once you have completed the application, in full (incomplete applications will be returned), please mail pages 2-4, along with payment to:

**Town of Ceredo
Business License Division
P.O. Box 691
Ceredo, WV 25507-0691**

POSTAL MAILING ADDRESS

You may also deliver this application, in person or overnight carrier, to:

**Town of Ceredo
700 B Street Ste. 691
Ceredo, WV 25507**

**PHYSICAL ADDRESS
DO NOT SEND POSTAL MAIL TO THIS ADDRESS**

Town Hall is open Monday – Friday, 8am – 4pm excluding holidays.

Business licenses will be processed and mailed within seven to ten business days from the date it is received in our office. For questions, please contact our licensing department at 304-908-9677 or email: licensing@ceredowv.gov

| FOR OFFICE USE ONLY | | | | |
|----------------------------|----------------|--------------|------------|--------------|
| Amount Paid: | Date Received: | Received By: | Receipt #: | Payment Type |
| Date Processed: | Processed By: | Date Issued: | License #: | |