



Finance Department

# The City of Morgantown

389 Spruce Street  
Morgantown, West Virginia 26505  
(304) 284-7408 Fax: (304) 284-7418  
www.morgantownwv.gov

\$ _____	B&O TAX# _____
NEW _____	
RENEWAL _____	
LICENSE # _____	
<b>OFFICE USE ONLY</b>	

## MUNICIPAL BUSINESS LICENSE APPLICATION

\_\_\_\_\_ MUNICIPAL LICENSE FEE \$20.00      \_\_\_\_\_ NON-PROFIT ORGANIZATION FEE \$ 20.00

**A copy of your WV State Business Registration Certificate and all other current State Licenses must be attached. If the state does not issue a Business Registration Certificate for your business type, please attach confirmation from the State Tax Department and a written explanation. A copy of your IRS Determination Letter must be attached for the business to be declared Non-Profit.**

**TYPE OF BUSINESS ENTITY:**

\_\_\_\_\_ Sole Proprietor      \_\_\_\_\_ Partnership      \_\_\_\_\_ Corporation      \_\_\_\_\_ Limited Liability Co.

**BUSINESS CLASSIFICATIONS:** (Check all that apply)

\_\_\_\_\_ Contracting: Type of Contractor \_\_\_\_\_ B&O to be paid: \_\_\_\_\_ Quarterly \_\_\_\_\_ By the Job  
 WV Contractor's License Number \_\_\_\_\_

\_\_\_\_\_ Manufacturing      \_\_\_\_\_ Retail      \_\_\_\_\_ Restaurant      \_\_\_\_\_ Wholesale      \_\_\_\_\_ Rental  
 \_\_\_\_\_ Service      \_\_\_\_\_ Utility      \_\_\_\_\_ Banking or Other Financial Institution      \_\_\_\_\_ Amusements  
 \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**BEER, WINE, & LIQUOR:** (if applicable)

**A copy of your current West Virginia ABCA License must be attached.**

NON-INTOXICATING BEER

\_\_\_\_\_ Class A/Club, Tavern      \$100.00  
 \_\_\_\_\_ Class B/Unchilled Only-Off Premises      \$15.00  
 \_\_\_\_\_ Class B/Packaged Both-Off Premises      \$100.00  
 \_\_\_\_\_ Distributor-Off Premises      \$250.00

PRIVATE CLUB AND LIQUOR

\_\_\_\_\_ Fraternal-Non Profit      \$375.00  
 \_\_\_\_\_ Under 1000 Members      \$500.00  
 \_\_\_\_\_ Over 1000 Members      \$1250.00  
 \_\_\_\_\_ Retail Liquor Sales-Class A      \$1,000.00  
 \_\_\_\_\_ Retail Liquor Sales-Class B      \$1,000.00

WINE

\_\_\_\_\_ Wine By The Glass      \$250.00      \_\_\_\_\_ West Virginia Wine      \$25.00  
 \_\_\_\_\_ Retail-Off Premises      \$150.00

**TOTAL FEES: \$ \_\_\_\_\_**

LEGAL NAME: \_\_\_\_\_

DOING BUSINESS AS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

**\*\*IF THE PHYSICAL ADDRESS IS LOCATED WITHIN THE CITY BOUNDARIES THE CERTIFICATE OF OCCUPANCY MUST BE INCLUDED WITH THE APPLICATION.\*\***

EMAIL ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

SECONDARY PHONE: \_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_

DATE BUSINESS BEGAN IN CITY: \_\_\_\_\_

DESCRIBE THE BUSINESS ACTIVITY, THE TYPE OF PRODUCT SOLD, OR SERVICE OFFERED.

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LIST NAMES OF ALL OWNERS, PARTNERS, OR CORPORATE OFFICERS:

NAME	TITLE	ADDRESS	PHONE	SOCIAL SECURITY
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Please read Completely

ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30<sup>TH</sup> OF EACH YEAR. THE BUSINESS LICENSE MUST BE RENEWED ON OR BEFORE JULY 1 OF EACH YEAR. THE CITY LEVIES A BUSINESS AND OCCUPATION TAX ON ALL GROSS INCOME GENERATED FROM THE BUSINESS ACTIVITY. THE CITY IMPOSES A MUNICIPAL SERVICE FEE ON ALL EMPLOYEES AND SELF-EMPLOYED OWNERS WORKING WITHIN THE CITY LIMITS. APPROVAL OF THIS APPLICATION REQUIRES THAT ALL TAXES, FEES, OR FINES OWED TO THE CITY HAVE BEEN PAID.

**\*\*ALL NEW LICENSE APPLICATIONS FOR A BUSINESS WITH A PHYSICAL LOCATION WITHIN THE CITY LIMITS MUST INCLUDE THE CERTIFICATE OF OCCUPANCY ISSUED BY THE CITY DEVELOPMENT SERVICES DEPARTMENT.\*\***

*I certify this application to be true and accurate to the best of my knowledge.*

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT: \_\_\_\_\_

TITLE: \_\_\_\_\_