

**City of Bluefield
Business License Application**

New business ____ yes ____ no
Account number: _____

200 Rogers Street
Bluefield, WV 24701
Phone: (304) 327-2401 ext 2407
Fax: (304) 323-4109

Legal business or corporate name: _____

DBA division, subsidiary or trade name: _____

Mailing address: _____

Physical address (if in Bluefield, WV): _____

Description of your business activity: _____

Date business began in Bluefield: _____ NAICS Code: _____

Office contact name: _____

Contact phone: _____ Contact email: _____

Business website: _____

Will your business sell alcoholic beverages? No ____ Yes ____

Are you an itinerant vendor or door to door peddler? No ____ Yes ____

Type of business ownership: _____ (sole owner, partner, LLC etc.)

FEIN (tax identification number): _____

Business ownership: (owner, partners, members, officers)

<i>Name</i>	<i>Address</i>	<i>Telephone</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been licensed to conduct business in Bluefield before? No ____ Yes ____

If yes, please list the businesses name: _____

The following documents **must be attached** before your license application can be processed:

- WV Business Registration Certificate (from the WV State Tax Department)
- WV Contractor License (if applicable)
- WV Alcoholic Beverage Control Administration License(s) (if applicable)
- IRS 501(c) exemption letter if non-profit and non-taxable (if applicable)
- Mercer County Health Permit (if applicable)

Mark the type of license(s) to be purchased:

- General Business License** (all businesses except those listed below) \$20.00
- Itinerant Vendor** \$500.00
- Insurance Company** (those exempt by State law from Business & Occupation Tax). . \$100.00
- Private Club**
 - Less than 1,000 members. \$500.00
 - More than 1,000 members. \$1,250.00
 - Fraternal, Veterans or Nonprofit Social Club. \$375.00

Alcoholic Beverage Sales:

Non-Intoxicating Beer

- Retail sales** (consumption both on and off premises) \$150.00
- Distributor** \$1,000.00
- Brewer** \$1,500.00

Wine

- Retail sales** (consumption both on and off premises) \$150.00
- Distributor** \$250.00

Liquor

- Retail sales** (WV Class A or B license) \$1,000.00

Total amount remitted with license application: _____

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

Signature: _____

Title: _____ Date: _____

Telephone: _____ Email: _____

FOR OFFICE USE ONLY

____ Treasury Dept _____
Date

____ City Clerk _____
Date

____ Zoning Official _____
Date

____ Building Official _____
Date