

**City of Bluefield**  
**Business License Application**

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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)

*Name*

*Address*

*Telephone*

<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: \_\_\_\_\_

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FOR OFFICE USE ONLY

\_\_\_\_ Treasury Dept \_\_\_\_\_  
Date

\_\_\_\_ City Clerk \_\_\_\_\_  
Date

\_\_\_\_ Zoning Official \_\_\_\_\_  
Date

\_\_\_\_ Building Official \_\_\_\_\_  
Date