



Bluefield, West Virginia
Nature's Air-Conditioned City

City Clerk
200 Rogers Street
Bluefield, WV 24701
Phone: (304) 327-2401 ext. 2407
Fax: (304) 325-6494
www.bluefieldwv.gov

New Business: ☐ Yes ☐ No

Account Number: _____

Legal Business or Corporation Name:			
DBA, Subsidiary, or Trade Name:			
Mailing Address:			
Physical Address:			
Will the physical address listed generate any additional traffic or visitors? If yes, please explain. For inquiries about this question please call Zoning at (304) 327-2401 ext. 2463 or ext. 2464		Yes ☐ No ☐	
If the physical address provided above is a residence, will you be doing any work at that location? Yes ☐ No ☐			
Business Description:		Date business started or will start in Bluefield:	
Office Contact Name:		Phone Number:	
Email:		Website:	
Business Ownership Type:		☐ Sole Proprietorship ☐ Limited Liability Company ☐ Business Corporation ☐ General Partnership ☐ Limited Liability Partnership ☐ Limited Partnership	
Will your business sell alcoholic beverages?		Yes ☐ No ☐	
		Are you an itinerant vendor or door to door peddler? Yes ☐ No ☐	
FEIN (Federal Employer Identification Number) or SSN:			

Business Contacts (owner, partners, members and/or officers: attach a separate sheet if necessary):

Name	Address	Phone Number

Have you ever been licensed to conduct business in Bluefield before?	Yes ☐ No ☐
If yes, please list the businesses name:	

All companies applying for a Business License are required to provide a copy of your WV Business Registration Certificate, from the WV State Tax Department, before payment is taken.

_____ WV Business Registration Certificate

If applicable, the following documents must be attached before your license application can be processed:

_____ WV Contractor License

_____ WV Alcoholic Beverage Control Administration License(s)

_____ IRS 501(c)(3) exemption letter if non-profit and non-taxable

_____ Mercer County Health Permit

For more information or help with forms or business license fees, contact (304) 327-2401 ext. 2417.

PLEASE CIRCLE THE LICENSE FOR WHICH YOU ARE APPLYING

LICENSE FEES	START DATE: JULY 1ST – JUNE 30TH	START DATES: JANUARY 1ST – JUNE 30TH
General Business License	\$20.00	\$10.00
Itinerant Vendor	\$500.00	\$250.00
Insurance Company	\$100.00	\$50.00

PRIVATE CLUBS

Less Than 1,000 Members	\$500.00	\$250.00
More Than 1,000 Members	\$1,250.00	\$625.00
Fraternal, Veterans or Nonprofit Social Clubs	\$375.00	\$187.50

BEER AND/OR WINE

Retail Sales (consumption both on and off premises)	\$150.00	\$75.00
Distributor	\$250.00	\$125.00
Brewer (Beer only)	\$1,500.00	\$750.00

LIQUOR

Retail Sales (WV Class A or B License)	\$1,000.00	\$500.00
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TOTAL AMOUNT ENCLOSED: _____

NOTE: In addition to your Business License Fees, all companies (unless otherwise notified) are required to pay Quarterly Business & Occupation Tax (B&O Tax) for all revenue received within the City of Bluefield.

Payment Information: Cash, check, money order, or debit/credit cards

- Credit card payments may be made in person at the Treasury Office or call (304) 327-2401 ext. 2417.
 - Transaction fees will apply.

STATEMENT OF DECLARATION

I certify this application to be true and correct to the best of my knowledge. I understand I am applying for a license to operate a business within the City of Bluefield. I understand this is an application only and that filing this application does not mean that I have been issued a business license. I understand that this application is subject to review by the Zoning Official, Building Official and Fire Inspector and that these officials may contact me for further information. The business license I am applying for will only be issued by the City Clerk upon the completion of the review by such officials and any required permits from outside agencies. Should this application be rejected, my application fee will be refunded and sent to the address set forth in this application.

Signature: _____ Print Name: _____

Date: _____