

**City of Bluefield  
Business License Application**

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New business \_\_\_\_ yes \_\_\_\_ no  
Account number: \_\_\_\_\_

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

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 or will begin 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-attach separate sheet if necessary)

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

