

Business License Application

In order to conduct business in the Town of Ceredo you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at www.ceredowv.gov, contact the Finance Division at the address listed above, or in person at City Hall, Room 102, 700 B Street.

A business license is valid for one year starting from July 1 and ending June 30. A business license renewal will be sent out around the first of June each year. All business licenses expire on June 30 of each year. Business license fees are not prorated.

Below is a list of general information regarding the application process:

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a Town of Ceredo Business License.
 - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone (304) 558-3333, or online at www.business4wv.com.
 - For more information about the WV Business Registration visit: <https://tax.wv.gov/business/businessregistration>
- The fee for the General Business License is \$20.00.
 - There are several exceptions to the fee. Please refer to the application for proper fee.
- **Contractors and Subcontractors:** For faster processing, contractors and subcontractors will need to provide a copy of the WV Business Registration Certificate, WV State Contractor's License (if applicable), and Certificate of General Liability Insurance with the Town of Ceredo listed as the certificate holder.
- **Rental:** Any person(s) who furnishes a real property for lease or rent for any purpose is required to obtain a Business License.
- A **Business and Occupation Tax Return** will be mailed quarterly once the business license has been obtained.



TOWN OF CEREDO
Finance Department
P.O. Box 691 | Ceredo, WV 25507
(681) 500-3100
finance@ceredowv.gov

Business License Application

For the Period July 1, 2024 - June 30, 2025

ATTENTION: In order to conduct business in the Town of Ceredo you must obtain a Municipal Business License. Please complete all sections to expedite the application process. All applicants must submit a valid **West Virginia Business Registration Certificate** with the business license application.

Office Use Only

License Number: _____

Business Data

Business Name:	
Business Federal Tax ID No.:	SS No. (If no Federal Tax ID No):
Business Owner's Name:	Beginning Date of Business in Ceredo:
Business Phone No.:	WV State Tax Department Business Registration Acct. No:
Business Location:	
Mailing Address (if different than business location):	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes:
Payroll Service Provider: Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Phone No./Ext.:
Name of Payroll Service Provider:	Contact Email:
No. of Employees working inside city limits (include business owner):	
Give a brief description of your business activity within city limits:	

BUSINESS LICENSE CATEGORY & FEES – PLEASE SELECT APPROPRIATE CATEGORY

General Business License	\$20	Insurance Company	\$25
Property Rentals (Commercial & Residential)	\$20	Insurance Company Agent (Per Agent)	\$10
Hawker/Peddler	\$20	LIQUOR RETAIL OUTLET	
Itinerant Vendor	\$500	Class A Store – Liquor License	\$1,120
Real Estate Broker	\$25	Class B Store – Liquor License	\$1,120
Real Estate Agent	\$10	PRIVATE CLUB	
Contractor (WV Contractor's License Required)	\$90	Less than 1,000 Members	\$650
Trailer Court	\$150	More than 1,000 Members	\$1,300
Chiropractors	\$25	Fraternal, Veterans, or Non-Profit Club	\$500
Dentist	\$25	BEER	
Embalmers / Funeral Directors	\$20	Brewery	\$500
Funeral Establishments / Crematories	\$75	Distributor	\$250
CONTRACTORS MUST ATTACH A COPY OF THEIR WV CONTRACTORS LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH THE TOWN OF CEREDO LISTED AS A CERTIFICATE HOLDER		Dispenser or Club	\$120
		Cold Package Carry-Out	\$120
		Warm Package Carry-Out	\$35
		ATTACH COPY OF WV ABC LICENSE	

Type of Business Structure							
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC/PLLC	<input type="checkbox"/> LP	<input type="checkbox"/> LLP	<input type="checkbox"/> Trust	<input type="checkbox"/> Nonprofit

Business Activity Classification (Check all that apply)				
<i>Proper classification of your business functions determines the correct Business and Occupation tax rate(s).</i>				
<input type="checkbox"/> Amusement	<input type="checkbox"/> Contracting	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Small Loans	<input type="checkbox"/> Utilities
<input type="checkbox"/> Banking	<input type="checkbox"/> Rental	<input type="checkbox"/> Service	<input type="checkbox"/> Retail, Restaurant	<input type="checkbox"/> Wholesale

Real Estate Rental Business Only (Attach additional sheet, if necessary)					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster*
Example: 700 B Street	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Owner/Agent Contact Information		
Home Address: _____		
Phone: (Mobile) _____ (Home) _____		
Print Name: _____ Applicant Signature: _____ Date: _____		

Payments		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Credit Card <i>Additional Fees Apply.</i>
<i>Please make checks payable to Town of Ceredo</i>		
If you are paying by credit card, please include an email address below where you would like to receive an invoice and payment link. You may also choose to pay by check online using this same method.		
Invoice Email: _____		

Please note: A Business and Occupation Tax Return will be mailed quarterly once the business license has been obtained.

OFFICE USE ONLY (Business Setup Checklist)
<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> B&O
<input type="checkbox"/> CSF
<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Amusement
<input type="checkbox"/> WVBRC
Completed By: _____
Date Issued: _____



CEREDO POLICE DEPARTMENT

24 HOUR EMERGENCY CONTACT INFORMATION

If your business has a physical location within the Town of Ceredo, you must provide a local contact who can be reached at any time such as a general manager or other "key holder".

While this information is rarely used, in the event of an after-hours emergency, the utility company and or police department must have access to a local contact who can be reached.

Company Name: _____

Contact Name: _____

Title/Position: _____

Local Address: _____

Direct Phone (cell): _____

In the event of a change in information, please contact the licensing department at (681) 500-3100 or email licensing@ceredowv.gov.

Thank you,

A handwritten signature in cursive script that reads "Anthony Poston".

Anthony Poston
Chief of Police

*Please return this form with your application

SAMPLE

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**SAMPLE WV COMPANY
1234 ANY STREET
CEREDO, WV 25507**

BUSINESS REGISTRATION ACCOUNT NUMBER: **1234-5678**

This certificate is issued on: **01/01/2020**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

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***THIS FORM MUST ACCOMPANY ALL
LICENSE APPLICATIONS.***

