

## **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](http://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](http://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, 2025 - June 30, 2026**

**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.

|                              |
|------------------------------|
| <i>Office Use Only</i>       |
| <b>License Number:</b> _____ |

| <b>Business Data</b>   |  |
|--|--|
| 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.:  | <b>WV State Tax Department</b> 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    |  |
|  | Property Rentals (Commercial & Residential)   | \$20    |  |
|  | Hawker/Peddler                                | \$20    |  |
|  | Itinerant Vendor                              | \$500   |  |
|  | Real Estate Broker                            | \$25    |  |
|  | Real Estate Agent                             | \$10    |  |
|  | Contractor (WV Contractor's License Required) | \$90    |  |
|  | Trailer Court                                 | \$150   |  |
|  | Chiropractors                                 | \$25    |  |
|  | Dentist                                       | \$25    |  |
|  | Embalmers / Funeral Directors                 | \$20    |  |
|  | Funeral Establishments / Crematories          | \$75    |  |
| 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 |   |         |  |
|  | Insurance Company                             | \$25    |  |
|  | Insurance Company Agent (Per Agent)           | \$10    |  |
| LIQUOR RETAIL OUTLET   |   |         |  |
|  | Class A Store – Liquor License                | \$1,120 |  |
|  | Class B Store – Liquor License                | \$1,120 |  |
| PRIVATE CLUB   |   |         |  |
|  | Less than 1,000 Members                       | \$650   |  |
|  | More than 1,000 Members                       | \$1,300 |  |
|  | Fraternal, Veterans, or Non-Profit Club       | \$500   |  |
| BEER   |   |         |  |
|  | Brewery                                       | \$500   |  |
|  | Distributor                                   | \$250   |  |
|  | 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*<br>(Attach additional sheet, if necessary) |              |                                     |                          |                                     |           |
|---|--------------|-------------------------------------|--------------------------|-------------------------------------|-----------|
| Property Address  | No. of Units | Tenant                              |                          | Check One That Applies              |           |
|   |              | Business                            | Residential              | City Refuse                         | Dumpster* |
| <i>Example: 700 B Street</i>  | 4            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |           |
|   |              |                                     |                          |                                     |           |
|   |              |                                     |                          |                                     |           |
|   |              |                                     |                          |                                     |           |

| Owner/Agent Contact Information  |  |  |
|--|--|--|
| <div style="display: flex; justify-content: space-between;"> <span><b>Print Name:</b> _____</span> <span><b>Applicant Signature:</b> _____</span> <span><b>Date:</b> _____</span> </div> |  |  |

| Payments   |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Cash  | <input type="checkbox"/> Check No. _____ | <input type="checkbox"/> Other: _____ |
| <p style="text-align: center; margin-top: 10px;"><i>Please make checks payable to Town of Ceredo</i></p> |  |                                       |

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



## 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](mailto: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