



BUSINESS LICENSE APPLICATION

City of Kenova
P. O. Box 268 Kenova, WV 25530
Phone: (304) 453-3121 FAX (304) 908-1127
www.kenovawv.com

PROVIDE A CERTIFICATE OF REGISTRATION WITH
THE WV SECRETARY OF STATE WITH EACH APPLICATION

BUSINESS DATA		
Business Name:		
Business Federal Tax ID No.:		Last 4 digits of SS No. (If no Federal Tax ID No):
Business Owner's Name:		Beginning Date of Business in Kenova:
Business Phone No.:		WV State Tax Department Business Registration Acct. No.:
Business Physical Location:		
Business Mailing Address if different from physical location:		
Contact Person for Tax & License Purposes:		
Business Phone No.:		Contact Phone No./Ext.:
Contact Email:		
Give a brief description of your business activity:		

BUSINESS LICENSE CATEGORY

*If you own rental property, please complete the Real Estate Rental section on next page

** All applications should include a copy of the business registration from the WV Secretary of State's office **

CHECK APPLICABLE LICENSE CATEGORY:		CONTINUED	
General Business License	\$15.00	Mobile Home Courts (initial permit) each mobile home	\$25.00
Billiard or pool:		Mobile Home Court (annual renewal) each mobile home	\$5.00
First table	\$25.00	Pawn brokers	\$100.00
Each additional table	\$15.00	Junk Dealer, resident within city limits	\$25.00
Amusement or music devices		Insurance Company	\$50.00
1 device	\$2.00 each	Insurance Broker or Agents (per broker or agent)	\$25.00
2-5 devices	\$5.00 each	Chiropractors	\$25.00
6-10 devices	\$10.00 each	Medical corporation	\$300.00
11 or more devices	\$12.50 each	Dentists/Dental Corporation each	\$50.00
Laundromats or car washes:		Hawker/Peddler on foot	\$10.00
1-5 devices	\$15.00	Hawker/Peddler in vehicle	\$15.00
5-9 devices	\$3.00 each	Itinerant Vendor	\$500.00
10 or more devices	\$30.00	Collection agency	\$100.00
Vending machine, merchandise, or service device:		Employment Agency	\$200.00
1 device	\$2.00 each	Embalmers / Funeral Directors	\$15.00 each
2-5 devices	\$5.00 each	Funeral Establishments / Crematories	\$75.00
6-10 devices	\$10.00 each	Private Club	
11 or more devices	\$12.50 each	Less than 1,000 Members	\$575.00
Architects	\$25.00	More than 1,000 Members	\$1,250.00
Attorney	\$5.00	Fraternal, Veterans, or Non-Profit Social Club	\$375.00
Barbers, beauticians	\$25.00	Beer	
Engineers	\$30.00	Brewery	\$1500.00
Hearing aid fitters and dealers	\$40.00	Distributor	\$1000.00
Hotels, motels, boardinghouses:	\$2.00	Class A (Restaurants, bars and fraternal organizations)	\$150.00
Each bedroom in excess of 7	\$25 each up to 10.00	Class B (grocery Store) (chilled and unchilled)	\$150.00
Nursing homes	\$300.00	Liquor Retail Outlet	
Contractor License	\$55.00	Store - Liquor License	\$1,000.00
CONTRACTORS MUST ATTACH A COPY OF WV CONTRACTOR'S LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH THE CITY OF KENOVA LISTED AS CERTIFICATE HOLDER		Wine	
		Retailers (grocer)	\$150.00
		Distributors (wholesale)	\$2500.00
		ATTACH COPY OF WV ABC LICENSE	

TYPE OF BUSINESS: check one											
☐	Sole Proprietor	☐	Partnership	☐	LLC	☐	Corporation	☐	Trust	☐	Other

Real Estate Business Only (Attach additional sheets, if necessary)					
Property Address	No. of Units	Tennant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster
<i>Example: 725 B Street</i>	<i>10</i>		<i>X</i>		<i>X</i>

Real Estate Owner Contact Information	
Owner's Name: _____	
Home Address: _____	
Phone:(mobile)_____ (Home)_____	
Applicant Name: _____ Email: _____	
Applicant Signature: _____	

Payment Information	
CASH	CHECK NO.
Make checks payable to: CITY OF KENOVA	Show Amount Paid: \$

Business license needs renewed annually July 1.

Renewal fee can be paid online at kenovwv.com. Completed form and payment receipt must also be delivered to the City Hall office in order for the business license to be issued.

Any questions related to this application or regarding required documentation should be directed to Donna Matney at 304-453-3121 or dmatney@kenovawv.com

office use only Contractor's License Liability Insurance Cert. WV Business Reg. Cert. B&O Database Completed By: Date Issued:
