

# BUSINESS LICENSE APPLICATION



Town of Ceredo  
PO Box 691  
Ceredo WV 25507  
Phone: (304) 453-1041  
Fax: (304) 908-9670  
[www.townofceredo.com](http://www.townofceredo.com)

**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**  
**Business License Number:** \_\_\_\_\_

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

<b>Business License Category</b>		
<b>Check applicable license category</b>		
<input type="checkbox"/>	General Business License	\$ 20.00
<input type="checkbox"/>	Rental General Business LLC	\$ 20.00

**\*If you own rental property, please complete the Real Estate Rental section on page 3.**

<input type="checkbox"/>	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	Itinerant Vendor	\$ 500.00
<input type="checkbox"/>	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>	Contractor License	\$ 90.00
<input type="checkbox"/>	Trailer Courts	\$ 150.00
<input type="checkbox"/>	Chiropractors	\$ 25.00
<input type="checkbox"/>	Dentists	\$ 25.00
<input type="checkbox"/>	Embalmers/Funeral Directors	\$ 20.00
<input type="checkbox"/>	Funeral Establishments/Crematories	\$ 75.00
<input type="checkbox"/>	Insurance Company	\$ 25.00
<input type="checkbox"/>	Insurance Agents (per agent)	\$ 10.00

**\*All contractors must attach a copy of their West Virginia Contractor's License and Certificate of General Liability Insurance.**

<input type="checkbox"/>	<b>Liquor Retail Outlet</b> (Includes General Business License)	
<input type="checkbox"/>	Class A Store – Liquor License	\$ 1,120.00
<input type="checkbox"/>	Class B Store – Liquor License	\$ 1,120.00
<input type="checkbox"/>	<b>Private Club</b> (Includes General Business License)	
<input type="checkbox"/>	Less than 1,000 Members	\$ 650.00
<input type="checkbox"/>	More than 1,000 Members	\$ 1,300.00
<input type="checkbox"/>	Fraternal, Veterans or Non-Profit Social Club	\$ 500.00
<input type="checkbox"/>	<b>Beer</b> (Includes General Business License)	
<input type="checkbox"/>	Brewery	\$ 500.00
<input type="checkbox"/>	Distributor	\$ 250.00
<input type="checkbox"/>	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	Warm Pack Carry-Out	\$ 35.00

<b>Type of Business Ownership</b>									
<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	LLC	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Trust

<b>Business Activity Classification (Check all that apply)</b>									
<i>Proper classification of your business functions determines the correct license fees, as well as 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

<b>Real Estate Rental Business Only</b> <i>(Attach additional sheet, if necessary)</i>					
<b>Property Address</b>	<b>No. Of Units</b>	<b>Tenant Business</b>	<b>Tenant Residential</b>	<b>City Refuse</b>	<b>Dumpster*</b>
<i>Example: 123 Anywhere Street</i>	<b>4</b>	<b>X</b>		<b>X</b>	

<b>Business/Real Estate Owner Contact Information</b>	
Home Address: _____	
Phone: (Mobile) _____	(Home) _____
Print Name: _____	
Applicant Signature: _____	Date: _____

<b>Payment Information</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____

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