

Municipal Business Registration

Per Article 741 of the Town of Nutter Fort's ordinances, no person shall operate or conduct business within the Town or do any acts for which a license is required without first securing a license from the Town and paying the license taxes specified. Any activity conducted for income is considered to be a business.

- The license term begins on July 1st and ends on June 30th of each fiscal year.
- If any person conducts any business or occupation without a municipal license, he/she or said person will be assessed penalties.
- No licenses shall be assignable or transferable.
- All Business & Occupational taxes must be current before a license is issued.
- After issuance, licenses should be displayed in a conspicuous position at the place business is carried on.
- If you will occupy a physical location within the Town, a Use & Occupancy Inspection is necessary to assure the location is approved for the activity being licensed.
- All applicants must have a valid West Virginia Business Registration prior to obtaining a license in the Town of Nutter Fort. The WV State Tax Department can be reached in Charleston, WV at 1-800-982-8297. There is also a regional office located at the Huntington Bank Building, 230 West Pike Street, Clarksburg, WV. Their local phone number is 304-627-2109.

Listed below is the schedule of municipal license fees:

Municipal Business Registration – Schedule of Fees

<u>Business</u>	<u>License Fee</u>
Auctioneers	\$50.00
Bakeries	\$15.00
Barber & Beauty Shops	\$15.00
Billiard or Pool Tables	\$25.00 1 st Table, \$5.00 each additional table
Bowling Alleys	\$25.00 1 st Table, \$5.00 each additional table
Circuses or Menageries	\$10.00 each exhibition
Collection Agency	\$45.00
Drugstore	\$15.00
Employment Agencies	\$100.00
Fortunetellers	\$25.00/week or \$200.00/year
Grocery Stores	\$15.00
Hawkers & Peddlers	\$10.00
Hotels & Taverns	\$10.00
Itinerant Vendors	\$25.00
Junk Dealers – Resident Dealer	\$25.00
Junk Dealers – Nonresident Dealer	\$150.00
Lunch Wagons	\$10.00
Music Boxes, Etc.	\$10.00 each box
Pawnbrokers	\$100.00
Real Estate Agents	\$45.00
Restaurant and Eating Places	\$10.00
Theatrical Performances	\$15.00/one week
Theatrical Performances – Theater, opera, etc.	\$10.00/3 months, \$15.00/6 months, \$25.00/year
Electronic/Video Games (under 20 games)	\$12.50 per game
Electronic/Video Games (20 games & over)	\$250.00 flat fee
Attorney	\$5.00
Accountant	\$5.00
Architects	\$15.00
Chiropractor	\$25.00
Engineers	\$15.00
Foresters	\$5.00
Landscape Architects	\$15.00
Land Surveyor	\$15.00
Physical Therapists	\$15.00
Barber & Beautician Schools	\$45.00
Car Wash	\$15.00
Dental Cooperation	\$45.00
Exotic Club	\$3000.00
Funeral Home	\$70.00
Insurance Company	\$45.00
Laundry Mat	\$15.00
Medical Corporation	\$270.00
Outdoor Advertising	\$45.00
Tattoo Studio	\$100.00
Wholesale Dealers in Tobacco – Class A	\$25.00
Wholesale Dealers in Tobacco – Class B	\$50.00
Wholesale Dealers in Tobacco – Class C	\$75.00
Nonintoxicating Beer – Retail – Consumed on the Premises	\$150.00
Nonintoxicating Beer – Retail – Not Consumed on the Premises	\$150.00
Nonintoxicating Beer – Wholesale & Distributor	\$1000.00

Municipal Business Registration – Schedule of Fees – Continued

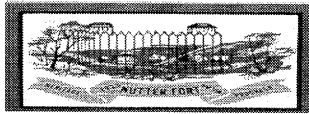
<u>Business</u>	<u>License Fee</u>
Nonintoxicating Beer Brewer	\$1500.00
Private Club (999 members or less)	\$500.00
Private Club (1000 members or more)	\$1250.00
Wine Distributor	\$2500.00
Wine Retailer	\$150.00
Wine Tasting	\$50.00
Wine Sales Representative	\$50.00
Private Wine Restaurant	\$250.00
Wine Brew Pub	\$1000.00

**For Contractors – see Contractor's Registration

**For Handymen – see Handyman's Registration

**For Landlords – see Landlord's Registration

**For all other businesses not listed, the fee will be \$15.00.



Municipal License Application

Business Name: _____
DBA: _____
Street Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone: _____
Alt. Telephone: _____
Fax: _____
Email: _____

Federal Employer ID Number

Social Security Number

NEW REQUIREMENT!!

A vendor list must now accompany your license application and license fee. This list must include the vendor name, address, & telephone number.

- A. Date of West Virginia incorporation: _____
- B. Date business began in Nutter Fort: _____
- C. Where are the business records kept? _____
- D. Please check at what level you sell: Retail Wholesale Manufacturing Service
- E. Please check if you sell the following: Beer ___ Wine ___ Liquor ___ Soft drinks ___ Cigarettes ___
If so, do you sell for consumption on the premises? Yes ___ No ___
- F. Does your business contain vending machines? Yes ___ No ___
If so, who is the owner and their address? _____

- G. Does the business own the property on which it is located? Yes ___ No ___

If you answered no, list the owner, their address & amount of rent charged per month: _____

Monthly rental amount: \$

- H. Description of business: _____

Ownership: Sole-owner Partnership Corporation Limited Liab. Co. Other _____

- I. List all principal officers, proprietors, or any individual owning more than 25% of the business:

1. Name: _____ Social Security # _____
Address: _____ Telephone # _____

2. Name: _____ Social Security # _____
Address: _____ Telephone # _____

J. Does your business pay franchise fees, royalties or management fees? Yes _____ No _____

If yes, complete the following:

Fees paid to: _____

Business address: _____

Contact person & telephone #: _____

Amount of fee: \$

K. If nonprofit, do you have a 501 C exemption status from the IRS? If yes, attach copy. Yes _____ No _____

L. Has your business ever been licensed under a different name? Yes _____ No _____

If yes, please furnish the name of the previous business: _____

Since all municipal licenses expire on June 30th of each year, it is imperative that all questions on this form be answered in order to properly classify your business activities and determine the proper license fees. You must provide a copy of your WV State issued license. Incomplete forms will delay processing of your application. An application must be completed for each business located in the Corporate limits of Nutter Fort. Failure to complete this application in its entirety will result in its return to you and a possible penalty for late filing.

It shall be the responsibility of each applicant upon initial application for a municipal license to first ascertain that the address at which the proposed business, activity, trade or employment is permitted by the Municipal Zoning Ordinance and all other ordinances of the Town of Nutter Fort. Zoning information is available by accessing our website at www.townofnutterfort.com, or by calling Town Hall at 304-622-7713.

Signature below certifies that the information contained in this application is true and accurate to the best of his/her knowledge.

Signature of Owner or Authorized Agent

Printed name of person signing

Title

Date

Did you remember to enclose your vendor list??

Did you remember to enclose a copy of your WV State issued license??

In order to protect your business, please provide the following emergency contact information. This section will be provided to our Police and Fire Departments.

Business Name: _____

Street Address: _____

City, State, Zip: _____

Primary Contact Name: _____

Telephone: _____

Alt. Telephone: _____

Secondary Contacts: _____

Name _____

Telephone: _____

Alt. Telephone: _____

Name _____

Telephone: _____

Alt. Telephone: _____

Other pertinent information: Use reverse side if necessary.