

DESCRIBE THE BUSINESS ACTIVITY, THE TYPE OF PRODUCT SOLD, OR SERVICE OFFERED.

LIST NAMES OF ALL OWNERS, PARTNERS, OR CORPORATE OFFICERS:

NAME	TITLE	ADDRESS	PHONE	SOCIAL SECURITY
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Please read Completely

ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30TH OF EACH YEAR. THE BUSINESS LICENSE MUST BE RENEWED ON OR BEFORE JULY 1 OF EACH YEAR. THE CITY LEVIES A BUSINESS AND OCCUPATION TAX ON ALL GROSS INCOME GENERATED FROM THE BUSINESS ACTIVITY. THE CITY IMPOSES A MUNICIPAL SERVICE FEE ON ALL EMPLOYEES AND SELF-EMPLOYED OWNERS WORKING WITHIN THE CITY LIMITS. APPROVAL OF THIS APPLICATION REQUIRES THAT ALL TAXES, FEES, OR FINES OWED TO THE CITY HAVE BEEN PAID.

****ALL NEW LICENSE APPLICATIONS FOR BUSINESSES WITH A PHYSICAL LOCATION WITHIN THE CITY LIMITS MUST ALSO INCLUDE THE LICENSING CHECKLIST FORM SIGNED BY THE FIRE, CODE AND PLANNING DEPARTMENTS. THESE APPLICATIONS MAY TAKE A MINIMUM OF 24 HOURS TO PROCESS.**

I certify this application to be true and accurate to the best of my knowledge.

SIGN: _____

DATE: _____

PRINT: _____

TITLE: _____



The City of Morgantown
389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
PHONE: (304) 284-7408 FAX: (304) 284-7418

FINANCE DEPARTMENT

**LICENSING CHECKLIST FOR ALL BUSINESSES
LOCATED WITHIN THE CITY BOUNDARIES**

This form must be signed by all departments and returned with the Municipal Business License Application, and all other necessary State Certificates, Licenses, and Permits before a license will be issued.

BUSINESS NAME _____

BUSINESS ADDRESS (PHYSICAL LOCATION) _____

*Check with The Planning Department to see if the area is properly zoned

Planning Department

Date

*Check with Code Enforcement to see if a certificate of occupancy or other permits are needed.

Code Enforcement

Date

*Check with the Fire Department to see if an inspection is needed.

Fire Department

Date