



Frank A. Mullens Jr.  
Mayor

# City of South Charleston

P. O. Box 8597  
South Charleston, WV 25303  
Telephone: 304-720-5985  
Fax: 304-720-5989  
www.cityofsouthcharleston.com

## **DEPARTMENT OF FINANCE AND ADMINISTRATION** **APPLICATION FOR MUNICIPAL BUSINESS LICENSE**

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Federal ID Number (FEIN): \_\_\_\_\_ Owner's Social Security Number: \_\_\_\_\_

Date Business Started: \_\_\_\_\_ State License Number: \_\_\_\_\_

Previous Owner's Name (if applicable): \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Form of Business (Sole Proprietor, Partnership, LLC, Corporation, Etc.): \_\_\_\_\_

Will Alcoholic Beverages be Sold for Consumption on Premises? \_\_\_\_\_

Alcohol Control License Number: \_\_\_\_\_

Name and Address of Owner of any Coin Operated Devices on Premises: \_\_\_\_\_

Will You Be Utilizing the City's Commercial Refuse Services? \_\_\_\_\_

**If Renting Your Business Location, Please Provide the Following:**

Monthly Rent Expense: \_\_\_\_\_ Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

RETURN THIS FORM WITH PAYMENT TO THE ABOVE ADDRESS. ENSURE THAT ALL INFORMATION IS COMPLETE AND CORRECT. PLEASE MAKE A COPY FOR YOUR RECORDS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LICENSE FEES

(Check all that apply)

Service and All Other	\$15 _____	Itinerant Canvassers	
General Store	\$15 _____	Door-to-Door	\$5 _____
Beer:		Telephone	\$5 _____
Distributor	\$15 _____	Itinerant Vendor	\$500 _____
Retailer:		Miscellaneous:	
Class A Private:	\$15 _____	Dry Cleaners	\$15 _____
Class B Warm Carryout	\$15 _____	Collection Agency	\$25 _____
Class B – 2 Warm & Cold Carryout	\$15 _____	Employment Agency	\$200 _____
Brewer	\$15 _____	Fortunate Teller	\$200 _____
Wine:		Pawn Broker	\$100 _____
Distributor	\$15 _____	Trading Shop Redemption Shop	\$175 _____
Retailer	\$15 _____	Coin Operated Laundry:	
Wine Tasting	\$15 _____	General License	\$15 _____
Clubs:		Vending Machines:	
Fraternal	\$15 _____	10 Cents # _____ x 10.00 _____	
Non-Profit	\$15 _____	+10 Cents # _____ x 12.50 _____	
Less Than 1,000 Members	\$15 _____	More Than 20 Machines _____ \$250 _____	
More Than 1,000 Members	\$15 _____	Amusement:	
Liquor:		Electronic Games:	
Retailer:		# _____ x 12.50 _____	
Class A	\$1,500 _____	Video Games:	
Class B	\$500 _____	# _____ x 12.50 _____	
Theaters	\$100 _____	Pool Table	\$25 _____
Hawker & Peddler:		Each Additional	\$15 _____
On Foot	\$10 _____		
½ Ton Truck	\$15 _____		
1 Ton Truck	\$50 _____		
2 Ton Truck	\$100 _____		
Each Additional Ton	\$100 _____		
		<b>License Fee Total \$</b>	_____