



Frank A. Mullens Jr.
Mayor

City of South Charleston

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

Type of Application: ☐ New ☐ Renewal

Business Name: _____

Applicant's Name: _____

Applicant's E-mail Address: _____

Owner's Name (if different): _____

Owner's E-mail Address: _____

Location Address: _____

Mailing Address (if applicable): _____

Business Phone Number: _____

Applicant's 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? ☐ Yes ☐ No

If yes: Alcohol Control License Number: _____

MPC Special Permit Number: _____

Name and Address of Owner of any Coin Operated Devices on Premises (if applicable): _____

Will You Be Utilizing the City's Commercial Refuse Services? ☐ Yes ☐ No

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 _____		
		License Fee Total \$	_____