

City of Princeton
800 Bee Street, Princeton, WV 24740
304-487-5027
APPLICATION FOR CITY LICENSE

Business, Company or Professional Name: _____

Type of Business Activity: _____

Date Business Began: _____

Location of Business: _____

Mailing Address for Business: _____

Telephone Number for Business: _____ Fax # _____

Contact Person: _____ Email _____

Entity Responsible for Business & Occupation Tax: _____

Will any of the following be sold or available for use at your establishment?

Tobacco Products _____

Soft Drinks _____

Alcoholic Beverages _____

Vending Machines _____

Pool Tables _____

Number of Machines _____ Owner: _____

Number of Machines _____ Owner: _____

Attach current copy of all that apply: WV Business Registration Certificate, WV Contractor License, Mercer County Board of Health Permit to Operate, WV Alcoholic Beverage Control Commission License

Business Ownership:

Name: _____

SSN: _____

Home Address: _____

Home Phone: _____

Name: _____

SSN: _____

Home Address: _____

Home Phone _____

Signature of Applicant

Title

Date

CITY OF PRINCETON LICENSES

(Please indicate the type of license you are requesting – mark as many as apply)

Retail, Wholesale & Contract Businesses:

<input type="checkbox"/>	Special Store	\$5
<input type="checkbox"/>	General Store (sales that include tobacco or soft drinks)	\$15
<input type="checkbox"/>	Contractor (Annual total business income less than \$25,000)	\$5
<input type="checkbox"/>	Contractor (Annual total business income more than \$25,000)	\$50

Sales and Service Related Businesses (Hawker & Peddler):

<input type="checkbox"/>	Sales/Service Person on Foot Without Motor Vehicle	\$10
<input type="checkbox"/>	Sales/Service Person With Motor Vehicle ½ ton capacity or less	\$15
<input type="checkbox"/>	Sales/Service Person With Motor Vehicle 1 ton capacity	\$50
<input type="checkbox"/>	Sales/Service Person With Motor Vehicle 2 ton capacity	\$100
<input type="checkbox"/>	Sales/Service Person With Motor Vehicle more than 2 ton capacity	\$150

Others:

<input type="checkbox"/>	Collection Agency	\$100
<input type="checkbox"/>	Employment Agency	\$200
<input type="checkbox"/>	Palm Reader	\$200
<input type="checkbox"/>	Pawnbroker	\$100
<input type="checkbox"/>	Theaters	\$40

Professionals: (separate license & application required for each professional within a company)

<input type="checkbox"/>	Attorney	\$5
<input type="checkbox"/>	Veterinarian	\$5
<input type="checkbox"/>	Architect	\$15
<input type="checkbox"/>	Doctor, Dentist, Chiropractor, Optometrist, or Pharmacist	\$15
<input type="checkbox"/>	Embalmer	\$15
<input type="checkbox"/>	Barber, Beautician, Manicurist	\$15
<input type="checkbox"/>	Certified Public Accountant	\$15
<input type="checkbox"/>	Insurance Agent	\$5
<input type="checkbox"/>	Real Estate Broker	\$15
<input type="checkbox"/>	Engineer	\$15
<input type="checkbox"/>	Other professionals licensed by the State _____	\$15

(OVER)

Private Clubs: (WV Code § 60-7-7)

_____ Fraternal or Veterans Organization; or Nonprofit Social Club	\$375
_____ Private Club with less than 1000 members	\$500
_____ Private Club with 1000 or more members	\$1,250

Accessories:

_____ Pool Table (one)	\$25
_____ Pool Table (each additional over one)	\$15
_____ Bowling Alley (one)	\$25
_____ Bowling Alley (each additional over one)	\$15

Alcoholic Beverages: (copy of WV ABCC license required)

_____ Nonintoxicating Beer Brewer (WV Code § 11-16-9)	\$500
_____ Nonintoxicating Beer Distributor (wholesale sales)	\$250
_____ Nonintoxicating Beer Retailer (Consumed on premises)	\$100
_____ Nonintoxicating Beer Retailer (Consumed off premises - chilled and unchilled)	\$100
_____ Nonintoxicating Beer Retailer (Consumed off premises - unchilled only)	\$15
_____ Wine Distributor (WV Code § 60-8-3)	\$2,500
_____ Wine Retailer (WV Code § 60-8-3)	\$150
_____ Liquor Store (WV Code § 60-3A-12)	\$1,000

Vending Machines:

_____ Each Machine (includes game and food vending machines - not lottery)	\$5
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Other: _____

Total License Fee Enclosed: _____

Signature of Applicant

Title

Date

Please fill out the form completely. Missing information could delay the process of obtaining your city license.

Starting a Business

1. A West Virginia Business Registration Certificate (License) is **required by the State** for all businesses operating in the state. Applications are available at City Hall for a WV State License, online at www.wv.gov or by calling 1-800-982-8297. The WV State Tax Department in Beckley is also available to assist you. They are located at 401 Neville St.

2. After receiving your WV Business License, you will need to **apply** for a City of Princeton Business License. This is required **before** you open. City Licenses are valid from July 1st to June 30th and must be renewed before July 1st each year.

3. Every business with a physical location in the city limits must obtain a **Certificate of Occupancy before a City Business License will be issued**. For more information on the Certificate of Occupancy, contact Code Enforcement at 304-487-5022.

4. All business conducted in the City is **subject to Business and Occupation Tax**. The B&O Tax is based upon gross sales/service. The tax is due and payable each quarter. Forms and additional information are available by calling the City Tax Auditor at 304-487-5027.

5. As on July 1st, 2017, all businesses that **are required to collect the 6% West Virginia Sales Tax are also required to collect a 1% Municipal Sales and Service Tax**. Please remit the total tax collected (7%) to the West Virginia State Tax Department. (City Code 786.02)

6. Once your business is up and running, you may want to consider a **ribbon cutting ceremony**. This type of event offers a new business an **introduction into the community and favorable free publicity**. For more information, please contact the City Clerk at 304-487-5093.

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Phone Numbers You May Need

City of Princeton

City Clerk	304-487-5093
Building Inspector	304-487-5037
Fire Inspector	304-487-5017
Garbage Collection	304-487-5021
License & Tax Auditor	304-487-5027
Main Business Office	304-487-5020
Zoning Official	304-487-5022

Utilities

Appalachian Power	800-982-4237
Frontier	800-921-8102
Mountaineer Gas	800-834-2070
Princeton Sanitary	304-425-3483
Suddenlink	800-972-5757
WV American Water	800-685-8660

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- What type of license do I need?
 - We have several different license types, and it can be difficult trying to find the best one to fit your business. Here are some examples:
 - **Special Store:** Retail Shop, Consignment, Gym
 - **General Store:** Restaurant, Convenience Store
 - **Professional:** Doctor, Vet, Cosmetologist
 - **Hawker & Peddler:** Sales Person, Vendor at Event
 - What type of Contractor License do I need?
 - If your contracting business has a **total** income of \$25,000 or more, and you have a WV Contractor's License, your city license is **\$50**. If you do **less** than \$25,000, it would be **\$5**.
 - Unless your specialty is listed under the "Professional" section (not including "other"), you will need a Contractor License.

If you have any questions, please call the License and Tax Auditor at 304-487-5027.