

# BUSINESS LICENSE INFORMATION

Town of Ceredo  
P.O. Box 691 | Ceredo, WV 25507  
Phone: (304) 453-1041 Fax: (304) 908-9670  
[www.ceredowv.gov](http://www.ceredowv.gov) | [licensing@ceredowv.gov](mailto:licensing@ceredowv.gov)



In order to conduct business in the Town of Ceredo you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at [www.ceredowv.gov](http://www.ceredowv.gov), contact City Hall at the address listed above, or in person at City Hall located at 700 B Street.

A business license is valid for one year starting from July 1 and ending June 30. **A business license renewal will be sent around June 1<sup>st</sup> each year by email only. The Town of Ceredo will no longer mail renewals.** All business licenses expire on June 30<sup>th</sup> of each year. Business license fees are not prorated.

Below is a list of general information regarding the application process:

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a Town of Ceredo Business License.
  - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone: (304) 558-3333, or online at [business4.wv.gov](http://business4.wv.gov).
- The fee for the General Business License is \$20.00.
  - Exceptions include contractors, real estate, and businesses selling alcohol or those who have video lottery. Full fee list is on the following page.
- **CONTRACTORS:** All contractors, sub-contractors, and electrical contractors must provide a copy of their WV State Contractor's License and a Certificate of General Liability Insurance with the Town of Ceredo as the certificate holder. Please use our mailing address of PO Box 691, Ceredo, WV 25507.
- **RENTAL:** Any person(s) who furnishes a real property for lease or rent for any purpose, which includes Class IV properties, is required to obtain a Business License.
- **Third Party Payroll Servicers** need to obtain a license for the payroll company as well as obtain a license for their client.
- **COSMETOLOGISTS:** All cosmetologists renting a "booth" or "space" within a salon, must have their own General business license along with the Salon itself.
- **A Business and Occupation Tax Return** is due quarterly, once the business license has been obtained. These forms can be found as well as completed online at [www.ceredowv.gov](http://www.ceredowv.gov).

# BUSINESS LICENSE APPLICATION



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\*ALL FIELDS ARE REQUIRED. IF A FIELD DOES NOT APPLY, PLEASE MARK IT "N/A". **LICENSE YEAR: JULY 1, 2020 - JUNE 30, 2021**

BUSINESS DATA	
Business Name:	
Business Federal Tax ID No.:	SS No. (If no Federal Tax ID No):
Business Owner's Name:	Beginning Date of Business in Ceredo:
Business Phone No.:	WV State Tax Department Business Registration Acct. No.:
Business Physical Location:	
Business Mailing Address:	
Inside City Limits?	Contact Person for Tax & License Purposes:
After Hours Contact & Phone:	Tax/License Contact Phone No./Ext.:
Payroll Provider:	Contact Email:
Number of Employees working inside city limits (including business owner):	
Give a brief description of your business activity:	

BUSINESS LICENSE CATEGORY			
CHECK APPLICABLE LICENSE CATEGORY:		CONTINUED	
General Business License	\$20.00	Insurance Company	\$25.00
Rental General Business LLC	\$20.00	Insurance Agents (per agent)	\$10.00
<b>*If you own rental property, please complete the Real Estate Rental section on second page</b>		<b>Liquor Retail Outlet (Includes General Business License)</b>	
Hawker/Peddler	\$20.00	Class A Store – Liquor License	\$1,120.00
Itinerant Vendor	\$500.00	Class B Store – Liquor License	\$1,120.00
Real Estate Broker	\$25.00	<b>Private Club (Includes General Business License)</b>	
Real Estate Sales Agent (per agent)	\$10.00	Less than 1,000 Members	\$650.00
Contractor License	\$90.00	More than 1,000 Members	\$1,300.00
Trailer Courts	\$150.00	Fraternal, Veterans, or Non-Profit Social Club	\$500.00
Chiropractors	\$25.00	<b>Beer (Includes General Business License)</b>	
Dentists	\$25.00	Brewery	\$500.00
Embalmers / Funeral Directors	\$20.00	Distributor	\$250.00
Funeral Establishments / Crematories	\$75.00	Dispenser or Club	\$120.00
<b>CONTRACTORS MUST ATTACH A COPY OF WV CONTRACTOR'S LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH THE TOWN OF CEREDO LISTED AS CERTIFICATE HOLDER</b>		Cold Package Carry-Out	\$120.00
		Warm Package Carry-Out	\$35.00
		<b>**ATTACH COPY OF WV ABC LICENSE**</b>	

TYPE OF BUSINESS											
<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	LLC	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Other

BUSINESS ACTIVITY CLASSIFICATION (CHECK ALL THAT APPLY)											
<i>Proper classification of your business functions determines the correct license fees as well as Business &amp; Operational tax rate(s).</i>											
<input type="checkbox"/>	Amusement	<input type="checkbox"/>	Contracting	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Small Loans	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Banking
<input type="checkbox"/>	Rental	<input type="checkbox"/>	Service	<input type="checkbox"/>	Retail/Restaurant	<input type="checkbox"/>	Wholesale	<input type="checkbox"/>	Other		

Real Estate Rental Business Only (Attach additional sheets, if necessary)					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster
<i>Example: 725 B Street</i>	<i>10</i>		X		X

Owner Contact Information	
Owner's Name:	_____
Home Address:	_____
Phone:(Mobile)	_____ (Home) _____
Applicant Name:	_____ Email: _____
<b>Applicant Signature:</b>	_____

Payment Information									
<input type="checkbox"/>	CASH	<input type="checkbox"/>	CHECK NO. _____	<input type="checkbox"/>	CREDIT CARD (Processing Fee Applies)				
<b>Credit Card Payments (Check One):</b>		<input type="checkbox"/>	VISA	<input type="checkbox"/>	DISCOVER	<input type="checkbox"/>	MASTERCARD	<input type="checkbox"/>	AMEX
<b>CREDIT CARD #:</b>					<b>EXP. DATE:(MM/YY)</b>				
<b>Signature:</b>					<b>Billing Zip Code:</b>				
Make checks payable to: <b>TOWN OF CEREDO</b>					<b>Show Amount Paid: \$</b> <small>(CC Processing Fee Will Be Added)</small>				

A processing fee of \$1 + 2.2% will be added to your amount paid if paying by credit card.

**B&O Tax Returns are due no later than:**  
 April 30 – July 31 – October 31 – January 31

Forms are available online at [ceredovv.gov](http://ceredovv.gov). You may also submit and pay your B&O online by visiting [www.ceredovv.gov/tax](http://www.ceredovv.gov/tax)

Any questions related to this application or questions regarding required documentation should be directed to [licensing@ceredovv.gov](mailto:licensing@ceredovv.gov) or City Hall at (304) 453-1041.

OFFICE USE ONLY	
<input type="checkbox"/>	Contractor's License
<input type="checkbox"/>	Liability Insurance Cert.
<input type="checkbox"/>	WV Business Reg. Cert.
<input type="checkbox"/>	B&O Database
Completed By: _____	
Date Issued: _____	