

# **Business-Application For Business License (s)**

**(To Work within Milton City Limits)**

**\*\*\* A copy of all WV Issued License's must accompany this application.**

**(Business Registration Certificate, WV Contractors License, WV ABCC License, WV Limited Video Lottery Permit)**

Remit To  
**CITY OF MILTON**  
**1139 Smith Street**  
**Milton, WV 25541**  
**PHONE: 304-743-3032(8 AM TO 4:00)**  
**FAX: 304-743-1872**

(1) When business started? \_\_\_\_\_  
(2) Did you sale, quit or otherwise dispose of your business during period covered by this return? Yes ( ) No ( )  
(3) If so, when? \_\_\_\_\_  
(4) If business has sold, to whom? \_\_\_\_\_

**\*BUSINESS TYPE:** INDIVIDUALS ( ) LLC ( )  
PARTNERSHIP ( ) CORPORATION ( )  
S. CORPORATION ( ) OTHER ( ) \_\_\_\_\_

\*All questions must be answered – Please print or type.

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

Business Location \_\_\_\_\_  
Street City Zip

Business Physical Address \_\_\_\_\_  
(Complete only if different than Business Location)

WV Contractor # \_\_\_\_\_ Federal ID # \_\_\_\_\_

Owner \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Full Name of Owner, Partners; or Corporate Title)

Address \_\_\_\_\_

Owner Phone # ( ) \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Date Started Business in Milton \_\_\_\_\_ Email: \_\_\_\_\_

**Business License: (\$15.00) Beer License: (\$100.00) Wine License: (\$75.00)**  
**Beer & Wine License: (\$175.00) Liquor License: (\$375.00) Private Club License: (\$500.00)**  
**Contractor's License: (\$50.00) - General  Electrical  Plumbing  Mechanical  Other**

**\*\* Copy of Current WV License must be attached to this application. License's purchased after Jan. 1 will be prorated for half the price shown above.**

Furnish detailed description of nature of business: (Be Specific) \_\_\_\_\_

Did you purchase your business? \_\_\_\_\_ No \_\_\_\_\_ Yes \*\* Previous owner: \_\_\_\_\_

**I declare under penalty of perjury that to my knowledge, all information in this statement is true and correct.**

Applicant's signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY	Application	YR
Date: _____ Receipt # _____	Account # _____	Code: _____
Cash \$ _____ Check# _____ Credit/Debit _____	License # _____	

**We currently take credit card payments. If you would like to fax your application and make a payment by phone please feel free to do so.**

## **INSTRUCTIONS FOR APPLYING FOR CONTRACTORS LICENSE**

All contractors working in the City of Milton must be licensed. Currently licensed contractors must renew their licenses by **July 1<sup>st</sup>** of each year. The following items must be submitted in order to register:

1. Complete a City of Milton contractor's application form
2. Current Certificate of Liability Insurance  
\* City of Milton must be listed as a certificate holder.
3. A copy of your current State of West Virginia License and if applicable, a copy of your Master Electrician license from the State Fire Marshall.
4. Proof of West Virginia Workers Compensation (Brick Street Mutual Insurance) or Exemption from State of West Virginia Office of the Insurance Commissioner (304-558-6279)
5. **Fiscal annual fee of \$50.00**

You may be denied a contractor's license and or a building permit for the following reasons:

1. Delinquent Business and Occupation Taxes or failure to file an up to date return.
2. Expired Certificate of Insurance
3. Past failure to obtain proper permits and required inspections
4. Expired West Virginia Contractors License

All contracting work in the City of Milton is subject to a 1% Business and Occupation Tax and proper City of Milton business license form the Finance Department.

Note: All contractors working in the City of Milton must be registered in every trade that they are working.

Note: General Contractors pay tax on entire cost of project and sub-contractors are responsible for their portion of the contract.

All contracting work in the City of Milton requires a license and permit. Permits must be obtained prior to the start of work. All required inspections, including final inspection, must be obtained to remain in good standing. City Clerk and Inspector will issue all permits.

Complete applications for contractor's license and the required attachments should be returned to:

**City of Milton  
Finance Clerk  
1139 Smith Street  
Milton, WV 25541**

**Finance: 304-743-3032/Ext 203 Fax: 304-743-1872 City Clerk: (Ext. 201) and or Inspector: 304-633-2314**