



# CORPORATION OF HARPERS FERRY

## Business License Application

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425  
Tel: 304-535-2206

Application is hereby made, by the undersigned, for a business License under the provisions of Harpers Ferry Ordinance 725 License Taxes for the fiscal year beginning July 1, \_\_\_\_\_ as follows:

*(Please print)*

BUSINESS NAME \_\_\_\_\_

BUSINESS STREET ADDRESS \_\_\_\_\_

BUSINESS PHONE NUMBER \_\_\_\_\_

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

Owner's Mailing Address \_\_\_\_\_

Owner's E mail Address \_\_\_\_\_

Owner's Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Nature of Business (circle one) Retail Store, Restaurant, B&B, Short Term Rental,  
Property Rental, Contract Service

Business Structure: (circle one) Individual, Corporation, LLC, PLLC, S Corp, Partnership, Association, Trust

**WV State Business Registration Certificate** - *Attach a copy of the WV State Business Registration Certificate*  
**Contract Service** - *Attach a copy of Current Contractor's License*

**Health Department Inspection Permit for Short-Term Rentals** - *Attached a copy of the Permit*

**Health Department Permit Number** (if business provides food/lodging services) *Attach a copy of the Health Department Permit*

If business type is a property rental how many properties do you rented? \_\_\_\_\_

Address of each property rental: \_\_\_\_\_

### SCHEDULE OF FEES

### West Virginia Business

### Out of State Business

Standard Annual Business License

\$15.00

\$25.00

10% penalty for application received after August 1<sup>st</sup>

Additional Fees:

Retail Beer License (\$100.00)\*

\_\_\_\_\_

\_\_\_\_\_

Liquor License (\$500.00)\*

\_\_\_\_\_

\_\_\_\_\_

Wine License (\$150.00)\*

\_\_\_\_\_

\_\_\_\_\_

Special License (\$\_\_\_\_) \*

\_\_\_\_\_

\_\_\_\_\_

*\*Attach a copy of License with this application.*

Total Fees Submitted with this Application \$ \_\_\_\_\_

**(Check, money order, or pay online at <https://www.harpersferry.us/payments.html>) \***

\*If paid online, application will not be processed without proof of payment/receipt attached.

I would like to have my business included in the licensed business listing on the Town's web site [www.harpersferrywv.us](http://www.harpersferrywv.us) ? (circle one) Yes No

*(continued on back)*

*The undersigned states that the foregoing information is true and agrees to comply with all laws and ordinances of the Corporation of Harpers Ferry, and hereby attests to having knowledge of Ordinance 1316 Signs and that the Corporation of Harpers Ferry does impose on a business a Business and Occupation (B&O) tax, a 1% Municipal Sales Tax and if applicable Room Occupancy Tax to be paid quarterly (Article 735 & 736). The Town may require additional information/documentation regarding the nature of the business applying to do so within the Corporation.*

*The Applicant is solely responsible for ensuring that its business location and operation is in compliance with all federal, state, and local laws, ordinances and regulations, including but not limited to Harpers Ferry zoning requirements governing the location of the business. By issuing this business license, the Corporation of Harpers Ferry has not undertaken a review of whether the Applicant is in compliance with relevant laws, ordinances and regulations, and the town expressly reserves the right to enforce relevant Town ordinance if the operation of the business is deemed to be in violation of the law.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE: FOR OFFICE USE ONLY**

Date Fee Received: \_\_\_\_\_ Circle one: Initial Application or Renewal

Check/Money Order Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Online Payment: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Business License Number Issued: \_\_\_\_\_

Copy of WV Business Registration Certificate attached? Yes \_\_\_\_ No \_\_\_\_

Copy of Contractor's License attached, if applicable? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Copy of Health Department Inspection for STR? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Copy of Health Dept. Certificate attached, if applicable? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Is business serving food of any kind? Yes \_\_\_\_ No \_\_\_\_

If yes, copy of food permit attached? Yes \_\_\_\_ No \_\_\_\_

Attach copy of Beer License, if applicable Yes \_\_\_\_ No \_\_\_\_

Attach copy of Liquor License, if applicable Yes \_\_\_\_ No \_\_\_\_

Attach copy of Wine License, if applicable Yes \_\_\_\_ No \_\_\_\_

Are B&O Taxes Current? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

B&B or Short-Term Rental Renewal are -  
Room Occupancy Taxes Current? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_