



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Business License Application

In order to conduct business in the City of Huntington 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.cityofhuntington.com, contact the Finance Division at the address listed above, or in person at City Hall, Room 20, 800 Fifth Avenue.

A business license is valid for one year starting from July 1 and ending June 30. A business license renewal will be sent out around the first of June each year. All business licenses expire on June 30 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 City of Huntington Business License.
 - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone (304) 558-3333, or online at www.business4wv.com.
 - For more information about the WV Business Registration visit:
<https://tax.wv.gov/business/businessregistration>
- The fee for the General Business License is \$20.00.
 - Exceptions include real estate, and businesses selling alcohol or have video lottery.
- If you occupy a physical location within the city, you will need a **Certificate of Occupancy** to ensure the location is approved by the Planning Department for the particular activity being licensed.
- If you are working from your residence, a Home Occupation Permit is required. To begin this process, you may contact the Planning Technician at (304) 696-5540 (option 3).
- **Contractors and Subcontractors:** For faster processing, contractors and subcontractors will need to provide a copy of the WV Business Registration Certificate, WV State Contractor's License (if applicable), and Certificate of General Liability Insurance with the City of Huntington listed as the certificate holder.
- **Rental:** Any person(s) who furnishes a real property for lease or rent for any purpose, which includes Class 4 properties, is required to obtain a Business License and a Residential Rental Unit License.
- **Mobile Food Vendors** (Food Trucks/Carts) need to obtain a Mobile Food Vendor Permit from the Planning Department prior to obtaining a business license.
- **Outdoor Dining Permit:** The Planning Department reviews and approves applications for Outdoor Dining on the public right-of-way.
- A **Business and Occupation Tax Return** and **City Service Fee Form** will be mailed quarterly once the business license has been obtained.



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ATTENTION: In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Please complete all sections to expedite the application process. All applicants must submit a valid **West Virginia Business Registration Certificate** with the business license application.

| |
|------------------------------|
| <i>Office Use Only</i> |
| Account Number: _____ |

| 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 Huntington: |
| Business Phone No.: | WV State Tax Department Business Registration Acct. No: |
| Business Location: | |
| Mailing Address (if different than business location): | |
| Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No | Contact Person for Tax & License Purposes: |
| Payroll Service Provider: Yes <input type="checkbox"/> No <input type="checkbox"/> | Contact Phone No./Ext.: |
| Name of Payroll Service Provider: | Contact Email: |
| No. of Employees working inside city limits (include business owner): | |
| Give a description of your business activity within city limits: | |

| Business License Category | | | |
|--|----|--|------------|
| Check applicable license category: | | | |
| <input type="checkbox"/> | 1 | General Business License | \$ 20.00 |
| <input type="checkbox"/> | 75 | Rental General Business LLC | \$ 20.00 |
| * If you own any rental property please complete the Real Estate Rental section on second page. | | | |
| <input type="checkbox"/> | 11 | Hawker/Peddler | \$ 20.00 |
| <input type="checkbox"/> | 79 | General Business (Contractor) | \$ 20.00 |
| <input type="checkbox"/> | 27 | Itinerant Vendor | \$ 500.00 |
| <input type="checkbox"/> | 28 | Real Estate Broker | \$ 25.00 |
| <input type="checkbox"/> | 29 | Real Estate Sales Agent | \$ 10.00 |
| <input type="checkbox"/> | | Street Artist License | \$ 20.00 |
| <input type="checkbox"/> | | Special Event License | \$ 20.00 |
| * Please also complete the Special Events, Fairs, and Festival application. | | | |
| Liquor Retail Outlet (Includes General Business License) | | | |
| <input type="checkbox"/> | 62 | Class A Store—Liquor License | \$1,120.00 |
| <input type="checkbox"/> | 63 | Class B Store—Liquor License | \$1,120.00 |
| Private Club (Includes General Business License) | | | |
| <input type="checkbox"/> | 3 | Less than 1,000 Members | \$ 620.00 |
| <input type="checkbox"/> | 4 | More than 1,000 Members | \$1,370.00 |
| <input type="checkbox"/> | 5 | Fraternal, Veterans, or Non-Profit Social Club | \$ 495.00 |
| Beer (Includes General Business License) | | | |
| <input type="checkbox"/> | 65 | Brewery | \$ 520.00 |
| <input type="checkbox"/> | 6 | Distributor | \$ 270.00 |
| <input type="checkbox"/> | 7 | Dispenser or Club | \$ 120.00 |
| <input type="checkbox"/> | 8 | Cold Package Carry-Out | \$ 120.00 |
| <input type="checkbox"/> | 9 | Warm Pack Carry-Out | \$ 35.00 |
| **ATTACH A COPY OF WV ABC LICENSE** | | | |

Type of Business Structure

Sole Proprietor
 Partnership
 Corporation
 LLC/PLLC
 LP
 LLP
 Trust
 Nonprofit

Business Activity Classification (Check all that apply)

Proper classification of your business functions determines the correct Business and Occupation tax rate(s).

Amusement
 Contracting
 Manufacturing
 Small Loans
 Utilities
 Banking
 Rental
 Service
 Retail, Restaurant
 Wholesale

***Real Estate Rental Business Only*
(Attach additional sheet, if necessary)**

| Property Address | No. of Units | Tenant | | Check One That Applies | |
|----------------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| | | Business | Residential | City Refuse | Dumpster* |
| <i>Example: 800 Fifth Avenue</i> | 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Article 951** – Refuse collection services for all dwelling units within the limits of the City, exclusive of multifamily dwellings containing **5 or more units**, shall be provided by the City.

Owner/Agent Contact Information

Home Address: _____

Phone: (Mobile) _____ (Home) _____

Print Name: _____ Applicant Signature: _____ Date: _____

Payments

Cash
 Check No. _____
 Credit Card

Please check the applicable accepted credit card types:
 Discover /
 MasterCard /
 Visa

| | |
|--|----------------------------------|
| CARD NUMBER: | EXP. DATE: |
| SIGNATURE: | CVV: |
| <i>Make checks payable to City of Huntington</i> | SHOW AMOUNT PAID HERE: \$ |

Please note: A Business and Occupation Tax Return and City Service Fee Form will be mailed quarterly once the business license has been obtained.

| OFFICE USE ONLY (Business Setup Checklist) |
|---|
| <input type="checkbox"/> Certificate of Occupancy |
| <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> B&O |
| <input type="checkbox"/> CSF |
| <input type="checkbox"/> Hotel/Motel |
| <input type="checkbox"/> Amusement |
| <input type="checkbox"/> WVBRC |
| Completed By: _____ |
| Date Issued: _____ |