



City of Glen Dale

402 Wheeling Ave, Glen Dale, WV 26038-1537

Phone (304) 845-5511 Fax (304) 845-5581

Annual Business License Renewal

From _____ to _____

Account _____

Business Name _____

Contact Name _____

Mailing Address _____

**THIS APPLICATION IN ITS ENTIRETY ALONG WITH PAYMENT
MUST BE ENCLOSED BEFORE CITY LICENSE WILL BE PROCESSED.**

**FOR ANY NEW BUSINESS - BUSINESS REGISTRATION
CERTIFICATE MUST BE SUBMITTED BEFORE CITY LICENSE WILL
BE ISSUED.**

**CONTRACTOR'S: A COPY OF WV CONTRACTOR'S LICENSE,
WORKERS COMP AND/OR LIMITED LIABILITY INSURANCE IS
REQUIRED**

YOUR LICENSE EXPIRES JUNE 30 - FAILURE TO SECURE A NEW LICENSE BEFORE JULY 1 RESULTS IN A 10% PENALTY PER MONTH

ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30 OF EACH YEAR.

ANY BUSINESS WHO FAILS TO MAKE THE APPROPRIATE APPLICATION, FAILS TO RENEW ITS ANNUAL CITY LICENSE OR FAILS TO PAY THE APPROPRIATE TOTAL LICENSE FEE IS
LIABLE FOR A PENALTY OF 10% PER MONTH FOR EACH MONTH OR FRACTION OF A MONTH THE BUSINESS ACTIVITY IS CONDUCTED WITHOUT A VALID LICENSE (709.99).

YOU CAN BE FINED UP TO \$500.00 FOR FAILURE TO DISPLAY OR HAVE A CURRENT CITY LICENSE (705.19; 705.99)

MUNICIPAL LICENSE CATEGORIES	QTY	FEE	TOTAL DUE
Attorney		25.50	
Architect		25.50	
Auctions		25.50	
Beauticians		25.50	
Beer - Dispenser		100.50	
Beer - Packaged		50.50	
Billiard or Pool Table - Initial		25.50	
Billiard or Pool Table - Each Additional Table		15.50	
Bowling Alley - Initial		25.50	
Bowling Alley - Each Additional Lane		15.50	
Car Wash - Per Facility		25.50	
Cigarette Machine - Per Machine		12.50	
Collection Agency		50.50	
Contractor (In-State) (Provide copy of WV Contractor's License, Workers Comp and/or Limited Liability Insurance)		25.50	
Contractor (Out-of-State) (Provide copy of State Contractor's License, Workers Comp and/or Limited Liability Insurance)		50.50	
Engineer/Surveyor		25.50	
General/Miscellaneous Business		25.50	
Insurance Sales		25.50	
Itinerant Vendors		500.50	
Itinerant Wholesalers		50.50	
Juke Box - Per Box		12.50	
Manufacturing		100.50	
Physicians, Surgeons, Podiatrists, Optometrists, Chiropractors, or Other Medical Providers		25.50	
Private Club Licensed by State		500.50	
Pinball Machines - Per Machine		12.50	
Photographers		10.50	
Vending Machines - Per Machine		12.50	
Real Estate		25.50	
Veterinarian		25.50	
Video Machine - Per Machine		12.50	
Wine		150.50	
TOTAL AMOUNT OF TAX DUE			
10% PENALTY PER MONTH OF DELINQUENCY			
LESS CREDIT FROM A PREVIOUS PERIOD			-
ADD PREVIOUS BALANCE FROM PRIOR FILINGS			
NAICS BUSINESS CODE	TOTAL REMITTANCE		

SIGNATURE OF APPLICANT _____

EMAIL _____

DATE _____

TAX ID# OR SS# _____

PHONE _____

BUSINESS LOCATION _____

MAKE CHECK PAYABLE AND REMIT TO - City of Glen Dale - 402 Wheeling Ave - Glen Dale, WV 26038-1537

Remit completed form and payment to Glen Dale City Building or email to forms@glendalewv.gov and make payment at glendalewv.gov/payments.