



# CORPORATION OF HARPERS FERRY

## Business License Application

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425  
PH: (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 \_\_\_\_\_ Mobil \_\_\_\_\_

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

WV State Business Registration Certificate Number \_\_\_\_\_

***Attach a copy of the Certificate***

Health Dept. Permit Number (if business provides food/lodging services)

\_\_\_\_\_

***Attach a copy of the Health Department Permit***

Number of properties rented (if business type is a property rental) \_\_\_\_\_

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 (\$_____)	_____	_____

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

**(Check or money order only; no cash)**

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

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 Town of Harpers Ferry, and hereby attests to having knowledge of Ordinance 1311.02 Uses Allowed (note a B&B is a Permitted use and must be owner occupied; a short term rental is a Conditional Use and requires BZA approval), Ordinance 1316 Signs, and is further advised that the Town of Harpers Ferry does impose on 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 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 Town 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 ordinances if the operation of the business is deemed to be in violation of the law.*

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

<b><u>DO NOT WRITE IN THIS SPACE: FOR OFFICE USE ONLY</u></b>	
Date Fee Received:	_____
<b>Circle one:</b> Initial Application or Renewal	
Check/Money Order Number:	_____
Receipt Number:	_____
Business License Number Issued:	_____
Copy of WV Business Registration Certificate attached?	Yes ___ No ___
Copy of Health Dept. Certificate attached, if applicable?	Yes ___ No ___
Is business serving food of any kind?	Yes ___ No ___
If yes, copy of food permit attached?	Yes ___ No ___
If Short Term Rental, BZA Approval?	Yes ___ No ___
If Renewal, are B&O Taxes Current?	Yes ___ No ___
If B&B or Short Term Rental renewal, are Room Occupancy Taxes Current?	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 ___
Clerk's Signature:	_____ Date: _____

Reference Article 725: License Taxes  
Article 731 Private Clubs  
Article 769 Wine Distributors & Retailers  
Article 1311 Residential District; Uses

(Rev 05-21-18)