



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 _____ 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 Number _____

Attach a copy the WV State Business Registration Certificate

Health Department Permit Number (if business provides food/lodging services) _____

Attach a copy of the Health Department Permit

Contract Service - **Attach a copy of Current Contractor's License**

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 st	_____	_____
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 or money order only; no cash)

I would like to have my business included in the licensed business listing on the Town's web site 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 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:	_____
Business License Number Issued:	_____
Copy of WV Business Registration Certificate attached?	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 ___ N/A ___
If yes, copy of food permit attached?	Yes ___ No ___ N/A ___
If Short Term Rental, BZA Approval?	Yes ___ No ___ N/A ___
If Renewal, are B&O Taxes Current?	Yes ___ No ___ N/A ___
If B&B or Short Term Rental Renewal are Room Occupancy Taxes Current?	Yes ___ No ___ N/A ___
Attach copy of Beer License, if applicable	Yes ___ No ___ N/A ___
Attach copy of Liquor License if applicable	Yes ___ No ___ N/A ___
Attach copy of Wine License if applicable	Yes ___ No ___ N/A ___
Clerk's Signature: _____	Date: _____

Reference Article 725: License Taxes

Article 731 Private Clubs

Article 769 Wine Distributors & Retailers

Article 1311 Residential District; Uses

(Rev 5/17/19)