|  |  |  |
| --- | --- | --- |
| Home | MUNICIPAL LICENSE APPLICATION  CITY OF OAK HILL  100 Kelly Ave., Oak Hill, WV 25901 PO Box 1245 Oak Hill, WV 25901   Phone (304) 469-9541 FAX (304) 469-2801 | **OFFICIAL USE ONLY**  Fiscal Year \_\_\_\_\_\_\_\_  Account # \_\_\_\_\_\_\_\_\_  License Fee \_\_\_\_\_\_\_\_  Date Issued \_\_\_\_\_\_\_\_ |

**FULL NAME OF BUSINESS:** Click or tap here to enter text.

**CORPORATION NAME: (if applicable)** Click or tap here to enter text.

**BUSINESS PHYSICAL ADDRESS: Do not use PO Box** Click or tap here to enter text.

**MAILING ADDRESS:** Click or tap here to enter text.

**BUSINESS PH #** Click or tap here to enter text. **CELL #** Click or tap here to enter text. **EMAIL:** Click or tap here to enter text.

**Tax ID or SS#** Click or tap here to enter text.

**TYPE OF BUSINESS ENTITY**:  **Individual  Partnership  Corporation  Other   
 BUSINESS CLASSIFICATIONS: (Check all that apply)**

­­ Manufacturing $15  Retail $15  Wholesale $15  Service $15  Utility $15  Banking / Financial Institution $15  Amusement $15  Handyman $75.00  Contractor $75.00 WV Contractor Lic.# Click or tap here to enter text.

Other (Describe) Click or tap here to enter text.  Not For Profit (IRS document required)

Rental $5.00 per unit Choose an item.

**ALCOHOL LICENSE**

**Beer** Choose an item.

**Wine** Choose an item.

**Private Club** Choose an item.

**Liquor Sales** Choose an item.

**TOTAL FEE FOR ALL CATEGORIES CHECKED** Click or tap here to enter text.

NOTICE: Your license will expire on June 30th. Failure to secure a new license on or before July 1 may result in a $50.00 penalty for each month delinquent, or a fraction thereof.

List Names of all Owners, Partners, or Corporate Officers: (Use a separate sheet of paper if necessary)

Name Title Home Address Phone #\_\_\_\_\_\_\_\_\_\_

1. Click or tap here to enter text.

2. Click or tap here to enter text.

Date Business Began or Will Begin in Oak Hill: Click or tap here to enter text. Do you or will you own the structure where business is conducted  **Yes  No**

If no, give the name, address, and telephone number of the owner Click or tap here to enter text.

**DESCRIBE THE BUSINESS ACTIVITY, THE TYPE OF PRODUCT SOLD OR SERVICE OFFERED, AND THE SPECIFIC LOCATION OR AREA/S WITHIN THE CITY LIMITS WHERE BUSINESS ACTIVITY WILL BE CONDUCTED (if applicable). MUST BE COMPLETED IN DETAIL LISTING ALL ASPECTS OF YOUR BUSINESS.** Click or tap here to enter text.

**Complete the section below if the business activity for which you are requesting a license involves property that you rent to others.**

(Use a separate sheet of paper if necessary)

RENTAL PROPERTY ADDRESS/RENTER/CONTACT INFORMATION

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

\*\* REFER TO THE REVERSE SIDE OF THIS APPLICATION FOR INFORMATION AND TAX & LICENSE REQUIREMENTS \*\* (MUST READ)

Click or tap here to enter text. / Click or tap here to enter text./Click or tap here to enter text.

**SIGNATURE OF APPLICANT** **TITLE** **DATE**

**PLEASE READ COMPLETELY AND CAREFULLY**

***GENERAL* – ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30th OF EACH YEAR. THE BUSINESS LICENSE MUST BE RENEWED ON OR BEFORE JULY 1st OF EACH YEAR. ANY BUSINESS THAT 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 $50.00 PER MONTH, OR FRACTION THEREOF, FOR EACH MONTH BUSINESS ACTIVITY IS CONDUCTED WITHOUT A VALID LICENSE.**

**YOU MUST COMPLETE THE APPLICATION IN ITS ENTIRETY; PAY ALL THE REQUIRED FEES, AND SUBMIT THE APPLICATION AND PAYMENT TO THE CITY OF OAK HILL. CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION.**

*BUSINESS & OCCUPATION TAX* – THE CITY LEVIES A BUSINESS AND OCCUPATION (B&O) TAX BASED ON THE TOTAL GROSS SALES OR GROSS RECEIPTS OF THE BUSINESS ACTIVITY. B&O TAXES ARE TO BE PAID QUARTERLY, ON OR BEFORE THE EXPIRATION OF THIRTY DAYS FROM THE END OF THE TAX PERIOD. B&O TAX RETURN FORMS WILL BE AUTOMATICALLY MAILED TO THE CITY OF OAK HILL.

***PURCHASE OF EXISTING BUSINESS* – IF YOU ARE MAKING AN APPLICATION FOR A CITY LICENSE TO ASSUME THE OWNERSHIP AND OPERATION OF AN EXISTING BUSINESS FROM THE PREVIOUS OWNER, YOU ARE REQUIRED TO WITHHOLD A SUFFICIENT AMOUNT OF YOUR PURCHASE MONEY UNTIL YOU RECEIVE VERIFICATION FROM THE CITY THAT ALL BUSINESS AND OCCUPATION TAXES DUE TO THE CITY FROM THE PREVIOUS OWNER HAVE BEEN PAID. YOU WILL BE HELD LIABLE FOR THE TAX DEBT OF THE PREVIOUS OWNER AND YOU MAY ELECT TO PAY THESE TAXES AT THE TIME YOU OBTAIN YOUR LICENSE.**

***CLOSURE OR SALE OF BUSINESS* – YOU ARE REQUIRED TO NOTIFY THE CITY OF OAK HILL IN WRITING, STATING THE EXACT DATE OF SALE OR CLOSURE, AND FILE YOUR FINAL TAX RETURN WITHIN THIRTY (30) DAYS OF CLOSURE OR SALE OF BUSINESS.**

***CHANGE IN BUSINESS NAME OR ENTITY OR PARTNERSHIP* – IF THE LEGAL BUSINESS ENTITY CHANGES, A NEW LICENSE, AND PAYMENT OF THE APPROPRIATE LICENSE FEE ARE REQUIRED. IF A PARTNER CHANGES, OR THE NAME OF THE BUSINESS CHANGES, NO NEW LICENSE IS REQUIRED, BUT THE FINANCE DEPARTMENT IS TO BE GIVEN WRITTEN NOTICE.**

**THE APPLICANT AND/OR BUSINESS HAS READ AND UNDERSTANDS ALL THE INFORMATION PROVIDED IN THIS APPLICATION AND CERTIFIES, SWEARS, AND ATTESTS, BY PLACING HIS/HER SIGNATURE ON THE FRONT OF THIS APPLICATION, THAT ALL THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE OR BELIEF.**

***HANDYMAN LICENSE:* The total contract amount received for each individual job performed within the City limits of Oak Hill during a license term, which will expire June 30, will not exceed the amount of $5,000 for residential work or $25,000 for commercial work for the total cost of materials and labor (regardless of whether materials are purchased by the contractor or the project owner). You would not be required to obtain a State of West Virginia Contractor License. An affidavit, (attached to the application) stating that you will not perform any job where the total cost of materials and labor will not exceed $5,000 for residential work or $25,000 for commercial work, must be signed and attached to this application. This affidavit must be completed each year on or before the renewal of your license.**

**By completing and signing the application for a Handyman License, you certify and attest that:**

* **City of Oak Hill Business and Occupation Tax Forms will be mailed each quarter to the City of Oak Hill. The total gross amount received for work done in the city limits of Oak Hill will be reported on the tax form and B and O tax in the amount equal to 1.55% of the total gross amount will be paid to the city.**
* **The Handman License will expire on June 30 of each year. An annual license renewal form will be mailed before the expiration date. If you choose to renew your license, you understand that the above-stated guidelines remain the same concerning the total dollar amount received for jobs performed within the city limits.**

***ITINERANT VENDOR*** **shall mean any person, firm, or corporation, whether as owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a business of selling goods, wares, food, or merchandise of any kind or description, who conducts such a business either in or about a structure that is not permanently affixed to real property or by traveling from place to place or customer to customer for the purpose of conducting business with customers located within the city. A $500.00 Bond may be required on a temporary or occasional basis. A person, firm, or corporation so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.**