



**BERKELEY SPRINGS  
POLICE DEPARTMENT**

271 WILKES STREET  
BERKELEY SPRINGS, WV 25411  
(304) 258-1198 FAX (304) 258-3932

**CHIEF TONY G. LINK**

June 2, 2021

Dear Merchant,

Please find enclosed an application to renew your **Town of Bath Business License** for the fiscal year **2021/22**. Please review the application carefully. Please provide the West Virginia State Tax Department Business Registration Certificate account number and the date of issue in the space provided on the application. A **Town Business License will NOT be issued without this information.**

Completed forms should be received at the **Town of Bath Police Department, 271 Wilkes Street, Berkeley Springs, WV 25411** by July 1, 2021, and no later than July 15, 2021. Checks should be made payable to the **Town of Bath, Please place in the memo line for Business License. Please note, if you send in payment prior to July 1 your payment will be held until then for our finance records.**

**If not appearing in person to apply, please send a self addressed stamped envelope, and we will be happy to mail your license to you. If you choose not to have it mailed, the license will be held at the Police Department office for you to pick up.**

If you should have any questions, please feel free to contact me @ 304-258-1198/  
[bspdswope@gmail.com](mailto:bspdswope@gmail.com), Monday, through Friday, from 9:00 A.M. to 5:00 P.M.

Thank you,

Danielle Swope  
BSPD Office Administrator