

TOWN OF BATH
BERKELEY SPRINGS POLICE DEPARTMENT
271 WILKES STREET, BERKELEY SPRINGS, WV 25411
PH: (304) 258-1102/ (304) 258-1198 FAX: (304) 258-2638

CHIEF WILLIAM E. CARPER

June 8, 2023

Dear Merchant,

Please find enclosed an application to renew your Town of Bath Business License for the fiscal year July 2023- June 2024. If you are turning in a Business License Application before July 1st for the above listed fiscal year, the payment will be held until July 1st.

Please provide a copy of the West Virginia State Tax Department Business Registration Certificate and enter all required fields on the application which is 2 pages and requires a signature of the applicant. A Town Business License will NOT be issued without this information.

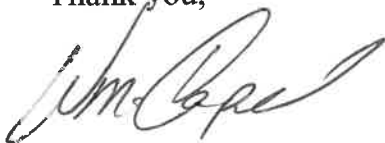
Completed forms should be received at the Town of Bath, 271 Wilkes Street, Berkeley Springs, WV 25411 by July 15, 2023, and no later than July 30, 2023. Checks should be made payable to the Town of Bath; please place in the Memo Line for Business License.

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 Town of Bath for you to pick up.

You may also pay online at the Townofbath.org and email the application, if you would like us to mail it, please include an additional dollar (\$1.00) for postage & packaging.

If you should have any questions or concerns, please feel free to contact our office at 304-258-1102 or email at Townofbath@wvdsi.net, Monday-Friday from 9:00am-5:00pm.

Thank you,



W. E. Carper
Chief of Police