



TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411
Phone (304) 304-258-1102 Fax (304) 258-2638



BUSINESS LICENSE APPLICATION INSTRUCTIONS

Procedures for Obtaining a Town of Bath Business License

A Town of Bath Business License Application will need to be obtained by every business or individual doing business in the Town of Bath. This application can be downloaded from the link below, picked up in person at the Police Department or Town Hall, or received via email or fax by calling 304-258-1198.

- ▶ You must present a copy of your West Virginia Business Registration Certificate with the Business License application. The Business Registration Certificate can be obtained by contacting the West Virginia Department of Tax & Revenue 1-800-982-8297 or by visiting their website www.business4wv.com. For more general information on the West Virginia Business Registration Certificate, please visit <https://tax.wv.gov/Business/BusinessRegistration/Pages/BusinessRegistration.aspx>.
- ▶ If you are a contractor, you must present a copy of your West Virginia State Contractors License with the Business License application. This can be obtained by contacting the West Virginia State Contractors Licensing Board at 304-558-7890 or by visiting their website <https://labor.wv.gov/Pages/default.aspx>. General Contractors, be advised that Sub-Contractors are also required to obtain a Town of Bath Business License.
- ▶ If your business involves selling food, you must present a copy of your Morgan County Health Department Inspection Report and Health permit with the Business License application. This can be obtained by contacting the Morgan County Health Department at 304-258-1513 or by visiting their website <https://www.bchealthdept.org/>.
- ▶ Cottage Vendors - Morgan County Health Department Form is mandatory for this category - please reach out to them at (304) 258-1513 or email them at www.bchealthdept.org. Direct to consumer and religious or charitable organizations' bake sales. Includes: Nondietary jams, jellies, and preserves, apple butter, molasses, sorghum, undiluted honey and undiluted maple syrup, dehydrated fruits and vegetables, vinegar (plain, herb or flavored), cakes, cookies, candies, fruit pies, yeast breads, nut and fruit breads, and other similar foods.
- ▶ If your business involves selling alcohol, you must present a copy of your West Virginia State ABCA License with your Business License application. This can be obtained by contacting the West Virginia State Alcohol Beverage Control Administration at 304-356-5500 or toll free 1-800-642-8208 or by visiting their website www.abca.wv.gov.
- ▶ If your business involves childcare services (daycare), you must present a copy of your West Virginia Department of Health & Human Resources permit with your Business License application. This can be obtained by contacting the West Virginia Department of Health and Human Resources at 304-724-2600 or by visiting their website www.dhhr.wv.gov.
- ▶ If you own a short-term rental property - For detailed directions on what is needed, please visit online at townofbath.org and access the Business License dropdown for *Town of Bath Ordinance 2024-03-08* and for separate directions. Various examples of a short-term rental would be Airbnb, VRBO, bed and breakfast, or short term rental homes where the stay is less than 30 consecutive days, etc.
- ▶ Business which purchases gold, silver, or other precious metals, jewels or other products - You must report your purchases to the Town of Bath Police Department and comply with Article III of the Businesses and Business Regulation section of the Town of Bath Municipal Code.
- ▶ Present the Business License application in person or by mail with all supporting documentation and payment to the Town of Bath Police Department located at 271 Wilkes Street, 2nd Floor, Berkeley Springs, WV 25411. If the Business License is to be mailed to the business owner once completed, please include a self-addressed and stamped envelope with the application.

Any questions on the Town of Bath Business Application process, please call us at 304-258-1198.

Thank you,

Berkeley Springs Police Department & the Town of Bath