



Berkeley Springs Police Department

271 Wilkes Street

Berkeley Springs, WV 25411

Office (304) 258-1198 Fax (304) 258-3932

May 22, 2024

Dear Merchant,

Please find enclosed an application to renew your Town of Bath Business License for the fiscal year July 1, 2024 through June 30, 2025. If you are turning in a Business license Application before July 1st, 2024, 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 with your application, along with any other documents that are required based on your type of business. Information for documents needed are included and more information can be found on our website at <https://townofbath.org/business-license>.

Completed forms should be received no later than July 30, 2023. The application packet with the payment can be mailed to:

Town of Bath – Berkeley Springs Police Department
271 Wilkes Street, 2nd Floor
Berkeley Springs, WV 25411

Checks should be made payable to the Town of Bath; please place in the Memo Line “Business License”. You may also pay online at the Town of Bath website: <https://townofbath.org/citations/> and email the application to Townofbath@wvdsi.net. If you would like for us to mail the Business License to you, please include an addition dollar (\$1.00) for postage and packaging. 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 should have any questions or concerns, please feel free to contact our office at 304-258-1198 or email at Townofbath@wvdsi.net, Monday-Friday from 9:00am-5:00pm.

Thank you,

Town of Bath & Berkeley Springs Police Department