



TOWN OF BATH

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



Bed and Breakfast, Airbnb, and Other Short-Term Rentals

Procedures for Obtaining a Short-Term Residency Business License

A Town of Bath Short-Term Residency Business License will need to be obtained by every business or individual operating a B&B, Airbnb, or other Short-Term Rental in the Town of Bath. This application can be downloaded from townofbath.org, picked up in person at the Police Department or Town Hall, or received via email or fax by calling 304-258-1198.

Town of Bath Ordinance 2024-03-08: Bed and Breakfast, Airbnb, and Other Short-Term Rentals

The purpose of the regulations set forth in this ordinance is to provide a procedure to allow the rental of private residences to visitors on a short-term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, and density. Additionally, this section is intended to ensure that the number of occupants within such rental units does not exceed the design capacity of the structure to cause health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

Items Needed to Obtain Short-Term Rental Business License:

Application to have:

- Name
- Street Address
- Mailing Address
- Email Address
- Telephone
- Owner
- Designated Operator

If applicant and/or owner is a partnership, a corporation, or limited liability company:

- Partners Names
- Directors
- Members
- Officers

Scaled site plan

- Property Lines
- Proposed and existing structures
- Proposed signage
- Proposed and existing site improvements (fencing, parking, landscaping, etc)
- Must be current on hotel motel occupancy taxes due on property
- Non-refundable license fee paid in full
- Has read and understands Town Ordinance 2024-03-08 for Short-Term Rentals

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.

An individual Bed and Breakfast, Airbnb, and Other Short-Term Rentals License is required for each rental unit.

The Business License application, Short-Term Rental Information Pages and \$200.00 fee/receipt of payment can be presented in person, emailed to townofbath@wvdsi.net or sent by mail with all supporting documentation and payment to the address below:

TOWN OF BATH
271 WILKES STREET
BERKELEY SPRINGS, WV 25411

PAY NOW
USING OUR
QR CODE





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Please supply the following information about the Short-Term Rental Location:

Name: _____

Street Address: _____

Mailing Address: _____

Email Address: _____

Telephone: _____

Owner: _____

Designated Operator: _____

Please supply the following information about Partner(s), Director(s), Member(s), and Officer(s) if applicant and/or owner is a partnership, a corporation, or limited liability company:

Partners Name: _____

Directors Address: _____

Members Phone: _____

Officers _____

Partners Name: _____

Directors Address: _____

Members Phone: _____

Officers _____

Partners Name: _____

Directors Address: _____

Members Phone: _____

Officers _____

*Please list all other Partners, Directors, Members, and Officers on another sheet if more room is needed.



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Please supply a scaled site plan which includes Property Lines, Proposed and Existing Structures, and Proposed Signage. Supporting documentation can be attached to the application when needed.

List any proposed and existing site improvements (fencing, parking, landscaping, etc.):

Must be current on hotel motel occupancy taxes due on property

Non-refundable license fee paid to the Town of Bath

Has read and understands Town Ordinance 2024-03-08 for Short-Term Rentals

Your Bed and Breakfast, Airbnb, and Other Short-Term Rentals Business License will be mailed to you once form is completed in full and returned with payment/receipt. Any questions on the Town of Bath Business Application process, please call us at 304-258-1102 or 304-258-1198.

Thank you,
The Town of Bath & Berkeley Springs Police Department