



Procedures for Obtaining a Town of Bolivar



Business License

All Business Licenses renew annually beginning JULY 1st and expiring JUNE 30th.

- 1) Obtain a Town of Bolivar Business License Application. The application can be downloaded from the Bolivar website (www.bolivarwv.org), picked up in person or received via email or fax (304) 535-1474.
- 2) You must present a copy of your **West Virginia Business Registration Certificate** with the application attached. The Business Registration Certificate can be obtained by contacting the West Virginia Department of Tax and Revenue. 1-800-982-8297 or by visiting their website (www.business4wv.com).
- 3) If you are a contractor, you must present a copy of your **West Virginia State Contractors License** attached to the application. This can be obtained by contacting the West Virginia State Contractors Licensing Board at (304) 558-7890 or by visiting their website (www.wvlabor.com).
- 4) If your business involves selling food, you must present a copy of your **Jefferson County Health Department Permit** with the application. This can be obtained by contacting the Jefferson County Health Department at (304) 728-8416 or by visiting their website (www.jchealthdept.org).
- 5) If your business involves selling alcohol, you must present a copy of your West Virginia State ABCA License with your 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 you can visit the website www.abca.wv.gov.
- 6) Present the application in person with all documents and payment to Town of Bolivar located at 60 Panama Street Harpers Ferry, West Virginia, or mail to P.O. Box 37 Harpers Ferry, WV 25425
- 7) Corporation of Bolivar adopted a Hotel Occupancy Tax. This tax applies to all Air Bnb's, Bed and Breakfasts and Hotels in the municipality and is to be paid by the business owner to remit properly. Please see attached for more info (<http://nebula.wsimg.com/7153dc43aa1c555df7cb82c485a9a3ca?AccessKeyId=F96666BD25D75A29FA58&disposition=0&alloworigin=1>)



Corporation of Bolivar Business License Application

PO Box 37, Harpers Ferry WV 25425

Phone: 304-535-2476

Application is hereby made, by the undersigned for a Business License under the provisions of the Bolivar License Fee Ordinance for the fiscal year beginning July 1, _____ as follows.

Please make any address changes:

Name of Business:

Business Street Address:

Business Mailing Address: (If different than Street Address)

Please note all mailings will be sent to this address:

Business Phone Number:

Owners Name:

Owners: Mailing Address:

Owners Phone Number:

West Virginia State License Number:

Health Permit Number:

(Food Service Only!)

Character of Business:

Is this a new business within City Limits? Yes No

Has this business location changed? Yes No

\$ _____ Schedule Fee of \$25.00 10% Penalty for renewals after August 1st

The Undersigned makes the above statements as application for the issuance of a license to conduct a business within the corporate limits of Bolivar, WV at the above stated location. The undersigned states that the foregoing information is true and agrees to comply with all laws and ordinances of the Corporation of Bolivar.

Note: Please inform the office upon termination of your business in order for the office to remove your name from the License Liability List.

Applicant's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date Fee Received:

Receipt Number:

License Number Issued: