

Town of Fayetteville WV New Business Start Up Guide.....

- Contact the State of West Virginia regarding obtaining a business registration to conduct business in the state. (Information packet included)
- File a city license application with the town to obtain a municipal license to conduct business within the city limits. A copy of the WV business registration is required to file an application with the city.
- Once the application is filed and license fees are paid the city license will be issued.
- After license is processed you will receive a business and occupation tax return each quarter. The tax return is due 30 days after the end of the quarter. (*for example: the April – June quarter will be due by July 31st*).....if the tax return is not received by the due date, penalties will be applied.
- Each year prior to June 30th you will receive a city license renewal application for the upcoming business license year. The license year starts July 1st and ends June 30th.
- If you are a contractor you must contact the WV Contractors Board to obtain a WV Contractors license. To obtain a city contractor license you must have a copy of your WV contractor's license and a certificate of coverage for the current workers compensation. The fee for a city contractors license is \$75. The license year starts July 1st and ends June 30th. See #4 above regarding business and occupation tax and the contracting tax rate is 2% of the gross revenue. *Please keep in mind that a contractor doing business within the city limits must have a city contractor license but may need a building permit as well. **Before beginning your job within the city limits contact Town Hall at 304-574-0101 to discuss the type of work to be done and whether it requires a building permit and/or whether it might be a historical structure. ALL SUB-CONTRACTORS must have a city contractor license as well as the general contractor.***