

# Welcome to Charles Town, WV!



## Additional Resources

[www.charlestownwv.us](http://www.charlestownwv.us)

[www.business4wv.com](http://www.business4wv.com)

[www.JCDA.net](http://www.JCDA.net)

[www.jeffersoncountywvchamber.org](http://www.jeffersoncountywvchamber.org)

[www.wvsbdc.com](http://www.wvsbdc.com)

Visit [www.charlestownnow.com](http://www.charlestownnow.com) for more information

Thank you for opening your business in Charles Town. We wish you success in your venture.



## CITY OF CHARLES TOWN

101 E Washington St  
PO Box 14  
Charles Town, WV 25414  
304-725-2311  
[www.charlestownwv.us](http://www.charlestownwv.us)



This brochure was created by an AmeriCorps volunteer



## Starting a Business in Charles Town, West Virginia



The information provided will outline the necessary steps for starting a business in Charles Town, WV.



## **Business License and Registration**

Starting a business can require several different licenses and registrations, depending on your type of business. In order to obtain a Charles Town business license, you will need to provide a copy of your WV Business Registration Certificate. You can register your new business online via [www.business4wv.com](http://www.business4wv.com).

Depending upon the nature of your business, you will need to provide the following information to obtain a City business license:

If you are selling alcohol, provide a copy of your WV ABC license. For more info, call 800-642-8208 or visit [www.abca.wv.gov](http://www.abca.wv.gov).

If you are a contractor, provide a copy of your WV State Contractors License. Without a copy of your state license, you will be restricted to projects that are less than \$2,500.00. For more info call 304-558-7890 ext. 10473 or visit [www.wvlabor.com](http://www.wvlabor.com).

For more information on obtaining a business license from the City of Charles Town, call 304-725-2311 or visit [www.charlestownwv.us](http://www.charlestownwv.us).

## **Health Department**

Many types of businesses require approval and inspection from the health department, from restaurants and bars to bed and breakfasts and daycare facilities.

In order to obtain a city business license for food sales, please submit a copy of your Jefferson Co Health Dept. Inspection and Food Handler's permit. Contact [www.jchealthdept.org](http://www.jchealthdept.org) or call 304-728-8416 for more information.

## **City Zoning**

Whether you plan to rent a space or buy a building, it is important to know what type of businesses can be based in your location. For more information contact 304-724-3248.



Charles Washington Hall - built in 1874

## **Building Permits**

If you are doing any construction or renovations to your business location, you will need a building permit from the City of Charles Town, these permits are issued by the city building department. Contact 304-724-3248 for more information.

## **Sign Permit**

A sign permit is required in Charles Town, to put a sign on your business.

If your business falls under the Historical Overlay District, you will need a Certificate of Appropriateness from the Historic Landmark Commission. Contact 304-724-3248 for more information.

## **Local Taxes**

There are several specialty taxes that may affect your business. Real Estate taxes are for building owners, paid at the county level. Personal property collected by WV includes furnishings, inventory, machinery, equipment, fixtures, supplies, and tools.

The City of Charles Town requires Business and Occupations (B&O) taxes paid each July 31st and Jan 31st. As of July 1, 2015, there is a 1% city wide sales tax collected within the City of Charles Town. Visit [www.jefferson.wvassessors.com](http://www.jefferson.wvassessors.com) for more information.