

MUNICIPAL REGISTRATION REQUIREMENTS

Any activity conducted for income is considered to be a business. In order to conduct business in the municipal limits of Bridgeport, you must complete a Municipal Registration form. The form can be found on the City's website www.bridgeportwv.gov, you may contact the Tax & License Department at the above numbers, or you may come to City Hall at 515 W Main Street.

- ❖ All applicants must first obtain a WV State Tax Department Business Registration. This can be obtained by going to the local State Tax Department office at 153 W Main Street, Clarksburg, WV. It is advisable to call ahead and make an appointment (304) 627-2165. The other option is to use the State's online registration www.mytaxes.wvtax.gov/_/. Scroll toward the bottom of the page and click on Register online at the WV One Stop Business Portal. If you go to the State Tax Department office, you will receive a copy of your State Business Registration the same day. If you use the online portal, a copy of the form will be mailed to you. We can use a copy of your receipt which shows you have paid the registration fee if you are wanting to apply for City license prior to receiving the State registration in the mail.
- ❖ The fee for Bridgeport's Municipal Registration is \$15.00/year for all businesses with the exception of those selling alcohol.

BEER, WINE & ALCOHOL BUSINESSES:

In addition to the flat rate fee, businesses are charged additional fees according to the type of Beer, Wine & Liquor license issued by the WV ABCA Commission. The City will require a copy of the West Virginia Alcohol Beverage Control License before a City license is issued.

- ❖ If your business has a physical location in Bridgeport, you will also need to complete a Building Occupancy & Zoning form, which can be found on our website. This is required to assure the location is approved for the particular activity of the business.
- ❖ **CONTRACTORS:** In addition to the City's Municipal Registration form and copy of your WV State Tax Department Business registration, you will need to provide a copy of your WV Contractor's license. If you do not have a WV Contractor's license, you may operate as a Handyman and will need to complete a Handyman Affidavit, which can be found on the City's site. Contractors and Handyman are taxed at the Construction Rate of 2.0% of your total gross income received including labor and materials. There are no deductions on gross income.
- ❖ **RENTALS:** Any person(s) who furnishes real property for lease or rent for any purpose is required to obtain a Municipal Registration in the City of Bridgeport and provide a copy of your WV State Tax Department Business registration. Rental income is taxed at 0.825% of gross amount received. There are no deductions.
- ❖ If you have questions or wish to make an appointment to come into City Hall, please contact:

Becky Deem (304) 842-8253 or rdeem@bridgeportwv.com.
Tonya Johnson (304) 842-8230 or tjohnson@bridgeportwv.com.

- ❖ Forms are available on our website at www.bridgeportwv.org.