



# BUSINESS LICENSE APPLICATION

TOWN OF BATH  
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

LICENSE EFFECTIVE DATES: **JULY 1, 2025 TO JUNE 30, 2026**

Please Print or Type

OFFICIAL USE ONLY	
License:	
Fiscal Year:	<b>2026</b>

FULL NAME OF BUSINESS: \_\_\_\_\_

CORPORATION NAME (if applicable): \_\_\_\_\_

BUSINESS PHYSICAL ADDRESS (Do not use PO Box): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

DOES YOUR BUSINESS HAVE AN AED: \_\_\_\_\_

DOES YOUR BUSINESS HAVE AN ALARM: \_\_\_\_\_

Business License Category	
Check All Applicable Categories Below:	
<b>General Business (WV Code 8-13-4):</b>	
General Business	\$ 20.00
<b>Short-Term Rentals (Town Ordinance 2024-03-08):</b>	
Short-Term Rentals	\$ 200.00
<b>Beer (WV Codes 11-16-9 &amp; 60-8-3):</b>	
Class A Retail Dealer	\$ 150.00
Class B Retail Dealer	\$ 150.00
Private Wine Restaurant - Wine & Intoxicating Beer Only	\$ 400.00
Beer Distributor	\$ 1,000.00
Brewery Producing 12,500 Barrels or Less	\$ 250.00
Brewery Producing 12,500 Barrels or More	\$ 1,000.00
<b>Retail Liquor Outlet (WV Code 60-3A-12):</b>	
Class A Liquor Store	\$ 1,500.00
Class B Liquor Store	\$ 1,500.00
<b>Wine (WV Code 60-8-3):</b>	
Retail Wine Sales	\$ 150.00
Wine Distributor	\$ 2,500.00
Wine Specialty Shop	\$ 250.00
Wine Tasting	\$ 150.00
Private Wine Restaurant - Wine Only	\$ 250.00
<b>Private Clubs (WV Code 60-7-6):</b>	
Less Than 1,000 Members	\$ 750.00
More Than 1,000 Members	\$ 1,250.00
Fraternal, Veterans, Non-Profit Serving	\$ 500.00
<b>Fairs &amp; Festivals (Town Ordinance 2024-04-01):</b>	
Multi-Vendor Fair or Festival (2 or More Day Event, Per Event	\$ 35.00
*Fee of \$15.00 if already has Business License	
* See BUSINESS LICENSE APPLICATION INSTRUCTIONS For More Info	

The Business License fee can be paid online via our QR Code, on the website at [www.townofbath.org](http://www.townofbath.org), or a check made out to "Town of Bath" then

**Berkeley Springs Police Department**  
271 Wilkes Street, 2nd Floor  
Berkeley Springs, WV 25411

The Business License application can be presented in person, emailed to [adminbspd@morgancountywv.gov](mailto:adminbspd@morgancountywv.gov) or sent by mail with all supporting documentation and payment to:

**Berkeley Springs Police Department**  
271 Wilkes Street, 2nd Floor  
Berkeley Springs, WV 25411

With the Business License Application, please include a copy of your WV State

- Tax Business Registration Certificate and/or any other applicable documents.

The Town of Bath has a 1% Municipal Sales Tax that must be collected at time of sale by vendor/business.

Type of Business/ Items Will Be Selling:

\_\_\_\_\_

Pay Now using our QR Code!



**Authorized Signature of Business:** By signing below, I do hereby certify and declare, under the penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

Signature of Business Owner or Authorized Agent

Title

Date