



# 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, 2026 TO JUNE 30, 2027

OFFICIAL USE ONLY	
License:	
Festival Certificate:	
Fiscal Year:	2027

Please Print or Type

FULL NAME OF BUSINESS: \_\_\_\_\_ DOES YOUR BUSINESS HAVE AN AED:

CORPORATION NAME (if applicable): \_\_\_\_\_ DOES YOUR BUSINESS HAVE AN ALARM:

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

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

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

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

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

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 Bath Municipal 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.townofbathwv.gov](http://www.townofbathwv.gov), 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