



**MUNICIPAL LICENSE APPLICATION  
2024-2025**

NEW	
RENEWAL	

**IMPORTANT:** Since all Municipal Licenses expire on June 30 of each year, it is imperative that all questions on this form be answered in order to properly classify your business activities and determine the proper license fees.

**FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY WILL RESULT IN ITS RETURN TO YOU AND A POSSIBLE PENALTY FOR LATE FILING**

**PENALTY:** There shall be added to the amount of the license tax a penalty equal to five percent of the amount of such license tax if the failure to pay the required license tax is for not more than a month, with an additional five percent for each additional month or fraction thereof during which failure continues, such penalty not to exceed fifty percent of the required license tax.

TRADE NAME: \_\_\_\_\_

ATTN. TO: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

FED. EMPLOYER IDENTIFICATION NUMBER

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SOCIAL SECURITY NUMBER

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You must complete an application for each business located in Richwood.

A. Local Address of Business, if different: \_\_\_\_\_

B. WV ABCC No. \_\_\_\_\_ C. WV Beer No. \_\_\_\_\_ D. WV Wine No. \_\_\_\_\_

**NOTE:** If cigarettes, tobacco products or soft drinks are offered for sale on the premise or vending machines containing any of these items are located on the premises then a **GENERAL STORE LICENSE** is required.

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| <p><b>BEER</b></p> <p>1. DISTRIBUTOR.....\$250.00</p> <p>2. DISPENSER.....\$100.00</p> <p>3. CLUB.....\$100.00</p> <p>4. COLD PACKAGE CARRY OUT.....\$100.00</p> <p>5. WARM PACKAGE CARRY OUT.....\$100.00</p> <p><b>LIQUOR CLUBS</b></p> <p>6. LESS THAN 1,000 MEMBERS.....\$500.00</p> <p>7. MORE THAN 1,000 MEMBERS.....\$1,250.00</p> <p>8. FRATNERAL, VETERANS OR NON-PROFIT SOCIAL CLUBS.....\$375.00</p> <p><b>WINE</b></p> <p>9. DISTRUBUTOR.....\$2,500.00</p> <p>10. RETAILER.....\$150.00</p> <p>11. RESTAURANT.....\$125.00</p> <p><b>HAWKER AND PEDDLER</b></p> <p>12. ON FOOT.....\$10.00</p> <p>13. ½ TON.....\$15.00</p> <p>14. 1 TON.....\$50.00</p> <p>15. 2 TONS.....\$100.00</p> <p>16. OVER 2 TONS.....\$150.00</p> <p>17. EACH ADDITIONAL TON.....\$100.00</p> <p>VEHICLE LICENSE NO. _____</p> <p><b>VENDING MACHINES</b></p> <p>18. VENDING MACHINES.....\$25.00</p> | <p><b>SERVICE BUSINESSES</b></p> <p>19. ATTORNEYS.....\$5.00</p> <p>20. PHYSICIANS, SURGEONS &amp; PODIATRISTS (EVERY TWO YEARS).....\$50.00</p> <p>21. MEDICAL CORPORATIONS.....\$300.00</p> <p>22. DENTISTS.....\$20.00</p> <p>23. DENTAL CORPORATIONS.....\$50.00</p> <p>24. EMBALMERS/FUNERAL DIRECTORS...\$10.00</p> <p>25. FUNERAL ESTABLISHMENTS.....\$25.00</p> <p>26. VETERINARIANS.....\$5.00</p> <p>27. OSTEOPATHIC SURGEONS.....\$10.00</p> <p>28. CHIROPRACTORS.....\$25.00</p> <p>29. PHYSICAL THERAPISTS.....\$35.00</p> <p>30. PSYCHOLOGISTS (EVERY 2 YEARS).....\$30.00</p> <p>31. REAL ESTATE SALESPERSON.....\$25.00</p> <p>32. REAL ESTATE BROKERS.....\$50.00</p> <p>33. BARBERS OR BEAUTICIANS.....\$10.00</p> <p>34. BARBERSHOP OR BEAUTY SALON...\$10.00</p> <p>35. HOME SOLICITATION.....\$15.00</p> <p>36. AUCTIONS.....\$100.00</p> <p>37. NURSING HOMES, PER BED.....\$4.00</p> <p>38. ARCHITECTS.....\$25.00</p> <p>39. ENGINEERS.....\$30.00</p> <p>40. PRIVATE DETECTIVES.....\$50.00</p> <p>41. FORESTERS.....\$5.00</p> <p>42. LANDSCAPE ARCHITECTS.....\$50.00</p> <p>43. HEARING AID DEALERS.....\$40.00</p> <p>44. CONTRACTORS.....\$25.00</p> | <p><b>WASHING, CLEANING &amp; DRY CLEANING DEVICES</b></p> <p>45. TEN OR MORE MACHINES.....\$30.00</p> <p>46. UNDER TEN MACHINES, EACH.....\$3.00</p> <p><b>MISCELLANEOUS</b></p> <p>47. GENERAL STORE.....\$15.00</p> <p>48. SPECIALTY STORE.....\$5.00</p> <p>49. HOTEL.....\$10.00</p> <p>50. RESTAURANT.....\$10.00</p> <p>51. ITINERANT VENDOR.....\$500.00</p> <p>52. INSURANCE COMPANY OR ITS AGENT.....\$25.00</p> <p>53. EMPLOYMENT AGENCY.....\$100.00</p> <p>54. THEATRE (MOVIES, ETC.) PER SEAT...\$0.08</p> <p>55. COLLECTION AGENCY.....\$100.00</p> <p>56. JUNK YARD.....\$25.00</p> <p>57. JUNK DEALER, AGENT.....\$10.00</p> <p>58. JUNK DEALER, NON-RESIDENT.....\$150.00</p> <p>59. USED AUTO PARTS.....\$10.00</p> <p>60. THEATER (DRIVE-INS) PER SPACE...\$16.00</p> <p>61. PARKING LOT.....\$20.00</p> <p>62. PAWNBROKERS.....\$100.00</p> <p>63. CLARIVYOANCY.....\$100.00</p> <p>64. TRADING STAMP STORE.....\$175.00</p> <p>65. BUSINESS NOT SPECIFICALLY LISTED ABOVE.....\$15.00</p> |
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\*If you have any questions pertaining to this application, you may contact the Municipal Accounting Clerk at (304) 846-2596.

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Signature of Owner or Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attach your remittance made payable to the 'City of Richwood' and mail to:  
City of Richwood  
Attn: City Clerk  
6 White Avenue  
Richwood, WV 26261  
[richwoodcityclerk@gmail.com](mailto:richwoodcityclerk@gmail.com)