

MUNICIPAL REGISTRATION REQUIREMENTS

Any activity conducted for income is considered to be a business. In order to conduct business in the municipal limits of the City of Bridgeport, you must first possess a City Municipal Registration. The application may be obtained by calling the City's Tax & License Division at 304-842-8230 or by accessing the City's website at www.bridgeportwv.com You may also apply in person at the City's Municipal Complex located at 515 West Main Street.

Below is a list of general information regarding the application process:

- ❖ All applicants must first have a valid West Virginia Business Registration Certificate prior to obtaining license in the City. The State Tax Department headquarters is located in Charleston, WV and can be reached by phone at 304-558-3333 or toll free 1-800-982-8297. The North Central Regional office is located at 230 West Pike Street in Clarksburg and may be reached by phone at 304-627-2109.
- ❖ The fee for Bridgeport's Municipal Registration is \$15.00 for all business activity conducted in the City. The term of the registration begins on July 1st and ends June 30th of each fiscal year. License fees are not prorated.
- ❖ If you will occupy a physical location within the City of Bridgeport, you will also need to complete a Building Occupancy Form to assure the location is approved for the particular activity being licensed.
- ❖ Business and Occupation Tax is paid on a quarterly basis and is calculated at the rate approved for each tax classification and is outlined on the Business & Occupation Tax Return available on the website.
- ❖ **Contractors:** A copy of your West Virginia Contractor's License must accompany the Bridgeport Municipal Registration Application. Business and Occupation Tax on construction is paid on a quarterly basis and calculated at a rate of 2.0%.
 - All contractors and subcontractors are required to possess a West Virginia State Contractor's License prior to commencing work on any construction project. This license can be obtained through the West Virginia Contractor Licensing Board, B-749 Building 6, Capitol Complex, Charleston WV 25305 ~ Phone 304-558-7890.
 - **Rental:** 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. Business and Occupation Tax is paid on an annual basis and calculated at a rate of .825%. The State of West Virginia also requires you to register for a business license to report income received for rental property.