



CITY OF BRIDGEPORT

CONTRACTOR INFORMATION PACKET

LICENSING AND TAXATION REQUIREMENTS

TAX & LICENSE DIVISION
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515 W. Main Street
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Phone • 304-842-8229

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This document contains information to complete the Municipal Registration Application in order to conduct work in the City of Bridgeport. This license must be obtained prior to conducting work to avoid penalty imposition or work stoppage.

Please complete the Application form providing all information requested. This and all forms can be found on the City's website in the *Tax & License Forms Section*. The annual license fee is \$15.00 for a period beginning July 1 to June 30 and is renewable yearly. A copy of your company's West Virginia Contractor License must accompany this application.

To obtain a State of West Virginia Contractor's License contact the West Virginia Department of Labor at 304-558-7890.

Business and Occupation Tax on Contracting is assessed at 2.0% on the gross contract amount. All General Contractors and subcontractors also pay 2.0% on their respective contract amounts. A copy of a B&O tax return and a Tax filing schedule are available on the website in the *Tax & License Forms Section* for your review. The tax returns will be mailed on a quarterly basis once a business account has been established.

A list of Contracting Requirements follows and a General Contractor/Subcontractor Report Form which is required to report all contract information is also available in the *Tax & License Forms Section* .

For additional information, please feel free to contact the Tax & License Division of the City of Bridgeport at 304-842-8230 or 304-842-8229. Forms are available on the City's website at www.bridgeportwv.com

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Welcome to the City of Bridgeport

BUSINESS & OCCUPATION TAX

FILING SCHEDULE

	MONTHS INCLUDED	QUARTER END DATE	DUE DATE
FIRST QUARTER	JAN, FEB, MARCH	MARCH 31	APRIL 30
SECOND QUARTER	APRIL, MAY, JUNE	JUNE 30	JULY 31
THIRD QUARTER	JULY, AUG, SEPT	SEPT 30	OCTOBER 31
FOURTH QUARTER	OCT, NOV, DEC	DECEMBER 31	JANUARY 31

Note: Penalty is imposed at a rate of 5% for the first month and an additional 1% for each succeeding month or fraction thereof.

Filing of tax returns is required every quarter as long as a license is maintained in the City of Bridgeport. If there is no gross income to report-file a zero, sign and return form to the Tax and License Division.

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Contracting Requirements

On all construction projects in the City of Bridgeport there are certain criteria to be followed by the General Contractor and all subcontractors:

- All General Contractors and Subcontractors must possess a West Virginia Contractor's License obtained through the West Virginia Department of Labor (304) 558-7890. Also, all General Contractors and Subcontractors must possess a City of Bridgeport Municipal Registration Certificate prior to commencing work to avoid penalty or work interruption. The Contractor registration fee is \$15.00 each fiscal year from July 1 to June 30.
- When a subcontractor hired by the General Contractor also hires subcontractors to assist them in their portion of the project they will be acting as a "general contractor" for that particular phase of the project and will be held to the same requirements as the General Contractor. They must make sure their subs are licensed with the State and with the City to avoid penalty or interruption of work and inform them they need to pay B&O Tax or they will be held liable for their subs.
- All contractors are required to pay Business and Occupation Tax on the gross contract amount at the rate of 2.0%. This is reported and remitted on a quarterly basis. The City's Tax and License Department will forward a tax return which must be filed as long as the contractor maintains a registration to work in our City. A penalty imposed for late filed tax returns at a rate of .05% for the first 30 days and an additional .01% each successive 30 days is accrued. A filing schedule can be viewed on our website www.bridgeportwv.com
- The general contractor and/or owner is required to withhold a minimum of two percent (2.0%) of the total contract amount from the final payment to any sub-contractors that they pay directly on the construction project for Business and Occupation taxes. Prior to releasing retained money you must obtain a Certificate of Release from my office showing that these taxes have been paid. A release will be issued only when the sub-contractor(s) pays 100% of the taxes due on the total project and a request made to the Tax & License Division. If a sub-contractor does not pay the Business and Occupation taxes due, the general contractor and/or owner will be required to pay these taxes.
- The Tax & License Division requires the General Contractor and/or owner to supply General Contractor/Sub-Contractor Report Forms at the start of the project and a final at the end of the project. These forms provide total contract amounts, dates and amounts of disbursements for the work performed by the GC as well as the work performed by any subcontractors they pay directly working on the project.
- It is the City's policy that the Community Development/Code Enforcement Division will not schedule a final use and occupancy inspection on properties until the Tax and License Division receives a completed final General Contractor/ Subcontractor Report forms.
- All Tax and License and Contractor Report Forms are available at our website www.bridgeportwv.com. If you have questions or need assistance, please contact Cheryl Cummings, Tax & License Supervisor at 304-842-8229, 7:30 a.m. to 4:00 p.m. Monday through Friday.

SPECULATIVE BUILDERS: On speculative properties, the speculative builder will also be required to possess a West Virginia Contractor's License and City of Bridgeport Contractor Registration. Business and occupation tax will be paid at the retail rate of .4125% on the total price of the home at the time of sale and transfer of property. At the time you file a tax return for a speculative build, please note the address and amount of sale on the back of the tax form. All subcontractors will be subject to B&O tax at a rate of 2.0%.