



# BRIDGEPORT

515 West Main St • P.O. Box 1310  
Bridgeport, WV 26330

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TAX AND LICENSE DIVISION

PHONE: 304-842-8230  
FAX: 304-842-8213

## BUSINESS LICENSE~ CONTRACTOR & RENTAL REGISTRATION REQUIREMENTS

### Business License

Any activity conducted for income is considered to be a business. In order to perform business in the municipal limits of the City of Bridgeport, you must first contact the Tax and License Division to obtain a license and/or registration. The license fee is based on the type of business activity. The term of the license begins on July 1<sup>st</sup> and ends June 30<sup>th</sup> of each fiscal year and fees are not prorated. Business and Occupation Tax is paid on a quarterly basis and is calculated at the rate approved for each classification. Below is information necessary to obtaining the licensures within the State of West Virginia and the City of Bridgeport:

- ✦ All applicants must first have a valid West Virginia Business Registration prior to obtaining license in the City. The State Tax Department headquarters in the Capitol City of Charleston, WV and can be reached by phone at 304-558-3333 or toll free 1-800-982-8297. There is also a regional office located nearby at 230 West Pike Street in Clarksburg and may be reached by phone at 304-627-2109.
- ✦ If you will occupy a physical location within the City of Bridgeport, a Building Occupancy Form is necessary to assure the location is approved for the particular activity being licensed.

### Contractor Registration

All person(s) performing construction activities are required to obtain a Contractor's Registration with the City of Bridgeport. The fee for a City Contractor's Registration is \$15.00. The term of the registration begins on July 1<sup>st</sup> and ends June 30<sup>th</sup> of each fiscal year and fees are not prorated. Business and Occupation Tax is paid on a quarterly basis and is calculated at a rate of 2.0%.

Prior to commencement of any construction project, all contractors and subcontractors are required to first obtain a West Virginia State Contractor's License. This license is awarded through the Contractor Licensing Board, B-749 Building 6, Capitol Complex, Charleston WV 25305 ~ Phone 304-558-7890.

### Rental Registration

Any person(s) who furnishes real property for lease or rent for any purpose is required to obtain a Rental Registration in the City of Bridgeport. The fee for a City Rental Registration is \$15.00. The term of the registration begins on July 1<sup>st</sup> and ends June 30<sup>th</sup> of each fiscal year and fees are not prorated. Business and Occupation Tax is paid on a year end basis and is calculated at a rate of .825%.

All of the above applications may be obtained by mail, fax, and internet access or may be completed in person at the City's Municipal Complex located at 515 West Main Street.

For inquiries you may contact Cheryl Cummings, Tax and License Supervisor at 304-842-8230 extension 106 or email at [cherylcummings@bridgeportwv.com](mailto:cherylcummings@bridgeportwv.com)