

Town of Ansted, West Virginia

New Business Start-Up Guide

- ✓ Contact the State of West Virginia regarding obtaining a business registration to conduct business in the state of WV.
- ✓ File a town business license application with the Town of Ansted to obtain a municipal license to conduct business within the city limits. A copy of the WV business registration is required to file an application with the city.
- ✓ Once the application is filed and license fees are paid the city license will be issued.
- ✓ After license is processed you will receive a business and occupation tax return each quarter. The tax return is due 30 days after the end of the quarter. (*for example: 1st Quarter - Jan, Feb, & Mar are due by April 30*) If the tax return is not received by the due date, penalties will be applied.
- ✓ Each year prior to June 30th you will receive a city license renewal application for the upcoming business license year. The license year starts July 1st and ends June 30th.
- ✓ If you are a contractor, you must contact the WV Contractors Board to obtain a WV Contractors License. To obtain a city contractor license you must have a copy of your WV contractor's license. Please keep in mind that a contractor doing business within the city limits must have a city contractor license but may need a building permit as well. Before beginning your job within the city limits contact Town Hall at 304-658-5901 to discuss the type of work to be done and whether it requires a building permit. **ALL SUB-CONTRACTORS** must have a city contractor license as well as the general contractor.

Ansted Town Hall

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304-658-5901

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