

NEW
BUSINESS



CITY OF WEIRTON
200 MUNICIPAL PLAZA
WEIRTON, WV 26062
304-797-8500 Ext. 1005
FAX 304-797-8517



CITY OF WEIRTON OFFICE OF THE MAYOR

HAROLD E. MILLER
MAYOR

200 MUNICIPAL PLAZA
WEIRTON, WEST VIRGINIA 26062
TELEPHONE: 304-797-8501
FAX: 304-797-8598
MAYOR@CITYOFWEIRTON.COM

Dear Weirton Business Owner:

I want to sincerely thank you for making Weirton the home for your business.

As a business owner myself, I understand how much work ethic and commitment goes into a venture such as yours.

As your mayor, I can assure you that we are committed to promoting many current endeavors and future possibilities here in Weirton that will only help our business community thrive. I am confident that your choice to set up shop in Weirton will contribute to your success.

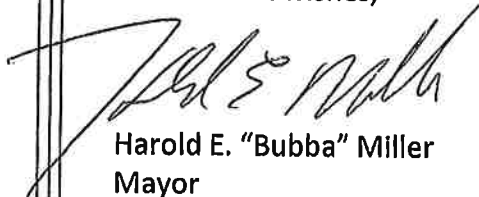
You may have already noticed our motto: *Success in Unity*. I truly believe this and understand how it equates to success in the community. We are all in this together.

I can attest to the expertise and courteous service you will receive from our City of Weirton employees who are working with you on permits, licensing, and other paperwork. They are highly skilled and eager to assist you.

With all that said, I support any event that highlights a new business or new location in our town. Should you wish to consider something like a grand opening/ribbon cutting ceremony, please feel free to contact my office as we are happy to facilitate this. In addition, we would be happy to share your event on our website – cityofweirton.com.

Your city officials and staff are happy to serve you, so never hesitate to contact the City with any inquiries you may have.

Sincere best wishes,



Harold E. "Bubba" Miller
Mayor

NEW BUSINESS CHECKLIST

- Fill out and submit the Zoning/Building/New Business Form along with a \$25.00 application fee. You can make your check payable to the City of Weirton, or pay with credit card, or cash.
- Fill out and submit the Sign application along with your check for \$15.00.
 - Label sizes of the sign in Length and width and where it is going on the building.
 - Label the width of your store frontage you are occupying measured in feet.
 - Include a site plan (show distance in feet to all property lines) all signs not being attached to the building.
 - The sign building permit fees will be collected at the time of permit issuance. (See permit schedule)

Moving into an existing commercial building and new construction also include the following:

- Draw and submit a floor plan of the business location showing room sizes and uses, entrances, exits and parking. *(See details on parking below)*
 - Label the location of the business within the building,
 - Label if there is more than one occupancy tenant.
 - Label the number of floors, including the basement.

For a new commercial building:

- Submit floor plan showing sizes and uses, entrances, exists and parking.
- Submit a complete legible clear drawing showing dimensions of the structure and number of stories, construction type. (Masonry, wood frame, truss construction, steel)
- Submit a site plan showing the property line setbacks to the new structure.
- Submit storm water management (location and direction of piping, connections, retention systems etc.)

Parking area needed for site plan for existing and new construction:

- Submit the number of parking spaces and include handicap. Show the length and width of the stalls and isle width along with the angle.

The Inspections Department will call you once your application has gone through the process.

Once approved, you can come in to pay for your building permit, if applicable, and sign your plan reviews and inspections sheet.

Once you are ready for your inspections, call the Building Inspections Dept. at 304-797-8500 Ext. 1005 to schedule. Once all inspections are final, we will mail you a certificate of occupancy and you can apply for your annual city business license with Mikeal at Ext. 1010. Congratulations! You are now ready to open!

WV Starting a Business

West Virginia Secretary of State's One Stop Online Business Portal

<http://business4wv.gov>

Local State Office for State Business Registration and Questions

located in Wheeling, WV

304-238-1152

Important- If you are an LLC or Corp. you will need a Fein# www.irs-taxid-number.com/tax-id-ein/west-virginia/ if you are a sole proprietor/individual then you would need to register your business on the business4wv.gov to receive your state ID#'s before a city business license will be processed.

Business Tax Registration

<https://tax.wv.gov>

New customers can go to Business- then registration

If certificate is lost or misplaced you can call the local Wheeling office phone number. 304-238-1152

West Virginia Beverage Control Administration

located in Charleston, WV

<http://www.abca.wv.gov>

800-642-8208

Hancock County Health Department

Located in New Cumberland, WV

<http://www.hancockcountyhealthdepartment.com>

304-564-3343

Brooke County Health Department

Located in Wellsburg, WV

<http://www.brookecountyhealthdepartment.com>

304-737-3665

West Virginia Contractor Licensing (Prov Inc.)

<https://labor.wv.gov>

Located in Charleston, WV

Phone: 304-414-0190 ext 4

Toll Free: 866-720-7768

Fax: 877-228-3926



THE CITY OF WEIRTON, WV

ZONING/BUILDING PERMIT/NEW BUSINESS/RELOCATING APPLICATION

Location of Work	STREET ADDRESS <i>(include tax map and parcel only for new construction/businesses)</i>	
		Tax Map# _____ Parcel# _____
Property Owner/and or Applicant	Applicant Name Phone#	
	Property Owner Address (if different than above)	
General Contractor	General Contractor Name Phone Number (attach separate list if needed)	
Subcontractors	Subcontractors, address and phone number with license#	WV License# _____ City License# _____
Homeowner	<input type="checkbox"/> Check here if home owner is doing the work	***** List your Material cost below *****

<p><u>TYPE OF PROJECT</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Foundation <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical (HVAC) <input type="checkbox"/> Plumbing <input type="checkbox"/> Roof <input type="checkbox"/> Other _____ 	<p style="text-align: center;"><u>PROPOSED USE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> One Family <input type="checkbox"/> Two or More Family <input type="checkbox"/> Hotel/Motel/Dormitory <input type="checkbox"/> Other _____ 	<p style="text-align: center;"><u>COMMERCIAL USE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Professional Services/Office <input type="checkbox"/> Retail <input type="checkbox"/> Educational <input type="checkbox"/> Factory/Industrial <input type="checkbox"/> Storage <input type="checkbox"/> Utility <input type="checkbox"/> Other 	<p style="text-align: center;"><u>PLANNING & ZONING</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> New Business <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Fence/Wall/Pool <input type="checkbox"/> Carport/Garage <input type="checkbox"/> Deck <input type="checkbox"/> Signs <input type="checkbox"/> Storage Building <input type="checkbox"/> Other _____
Must be signed off by Planning Dept.			

COST OF IMPROVEMENT	<p style="margin: 0;"><u>Contractor</u> \$</p> <p style="margin: 0;">Total Cost</p>	BRIEF DESCRIPTION OF WORK BEING DONE and / or TYPE OF BUSINESS/USE
	<p style="margin: 0;"><u>Homeowner doing project</u> \$</p> <p style="margin: 0;">Material Cost</p>	

ASBESTOS/LEAD ABATEMENT AND REMOVAL STATEMENT - As owner or Authorized Agent of the owner, I understand that the State of West Virginia has laws regulating the inspection and abatement of asbestos and lead containing materials, and that I am responsible for the abatement of such material prior to remodeling, demolition, or the removal of roofing materials as per state law.

Before digging or otherwise disturbing the earth, call 1-800-245-4848 to notify any buried facility owners, a free service. "It's the law in West Virginia."

****** Include Site/Building plans for all new construction on additions for Commercial or Residential. Call the Inspections office for permit fees and questions regarding your project******

I hereby certify that the work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant/Owner or Contractor _____ **Date submitted** _____

RETURN TO: City of Weirton
Inspections Department
200 Municipal Plaza
Weirton, WV 26062

CHECKS PAYABLE TO: City of Weirton
Inspections Office: (304) 797-8500 Ext. 1005
Planning and Zoning office: (304)797-8500 Ext. 1019

***** **OFFICE USE ONLY** *****

Planning Dept. Signature _____ Date _____

Building Inspections Dept. Signature _____ Date _____

- Public Works Sent
- Sanitary Sent
- Water Sent
- Fire Sent

- Public Works Approved
- Sanitary Approved
- Water Approved
- Fire Approved

APPLICATION NO. _____

DATE PAID _____

AMOUNT _____

CASH _____ CHECK# _____

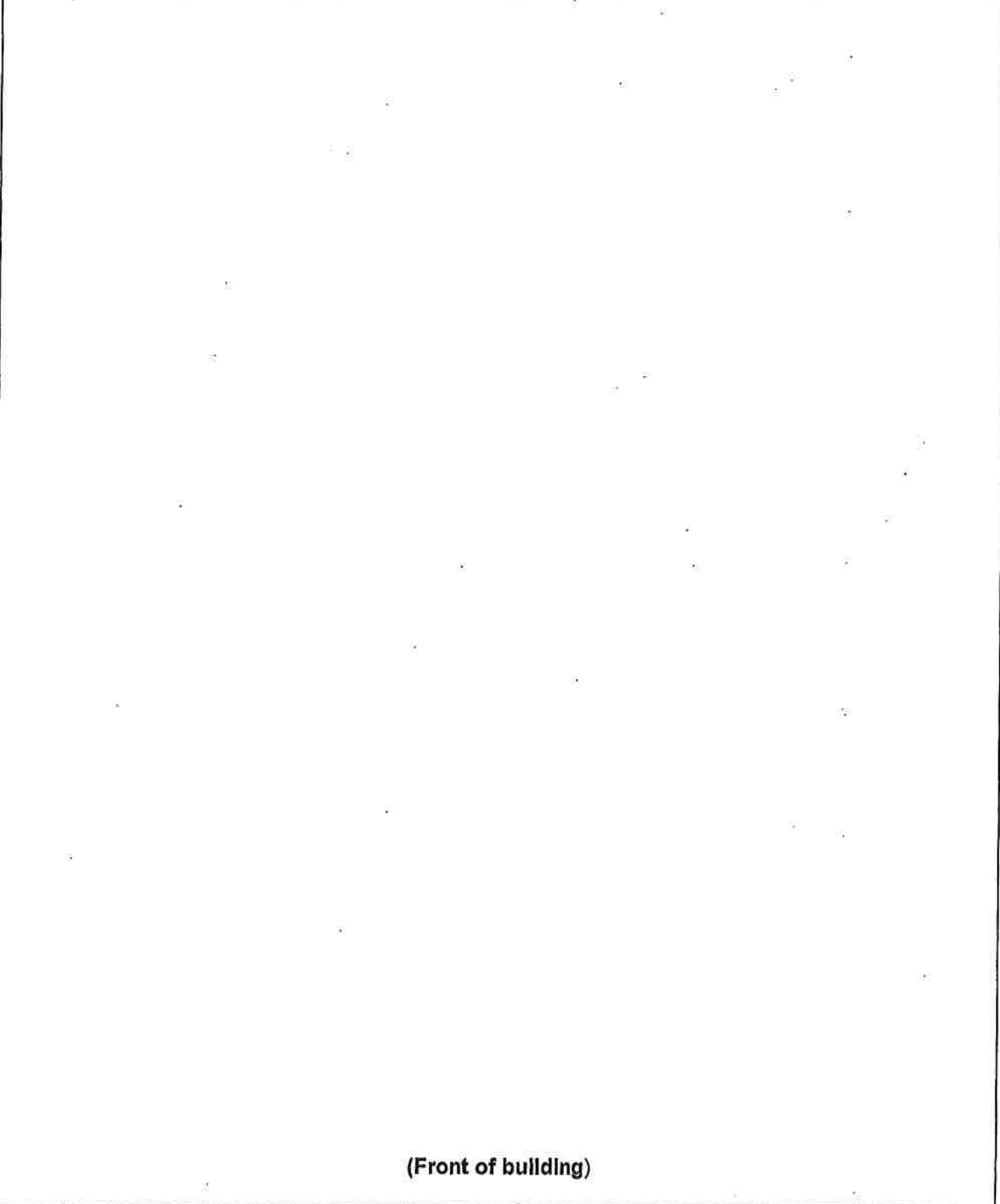
ZONING PERMIT NO. _____

BUILDING PERMIT NO. _____

NEW BUSINESS or RELOCATING IN EXISTING BUILDING

DRAW BELOW: Floor plan, Entrances, Exits and Room Dimensions and label uses of each room.
and include your Zoning/Building permit application and fee- \$25.00.

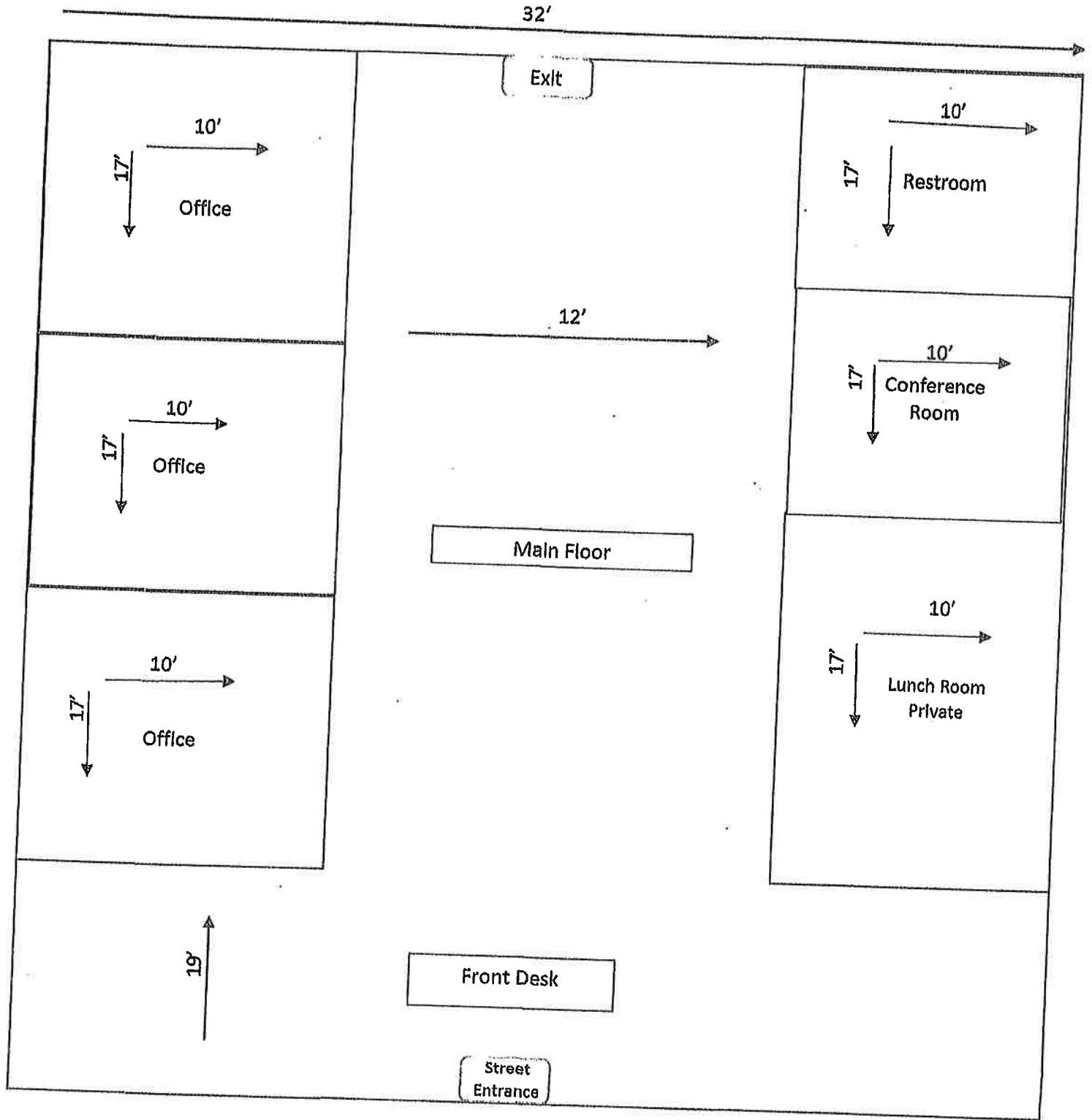
**** Signs-will need separate sign application. fee- \$15.00**** Building permit fees if applicable
will be collected at the issuance of the permit. Business license will be processed after occupancy.



(Front of building)

Example a Floor Layout

(Please draw on provide graph sheet)



★ If you have multiple floors, you must draw a floor layout for each.

FIRE DEPARTMENT – CITY OF WEIRTON
BUREAU OF FIRE PREVENTION

In order to insure an accurate and timely plan review, the Weirton Fire Department needs certain information included with the plans submitted for review. The following information must be provided in order for the Weirton Fire Department to perform a plan review.

1. Applicant information
 - Name
 - Phone number
 - Address

2. Business name and contact information (If applicable)

3. The property owners name and contact information (If different from the applicant)

4. The contractor name and license number.
 - If a fire suppression system is being installed the contractors name and WV State Fire Marshals Fire Protection Systems Workers license must be included.

5. The type of occupancy
 - What is this building or project being used for? (i.e. Store, Business, Repair Shop, Restaurant, Apartments, Industrial, Manufacturing, etc.)
 - Or a brief description of what the property will be used for will also suffice.

6. The construction type of the building (i.e. Masonry, Wood Frame, Truss Construction, Steel)

7. A complete, legible, clear, set of drawings of the structure being used or built, including:
 - The location of the project within the building, if there is more than one occupancy or tenant.
 - The number of floors, including the basement
 - What the other tenants of the building are using it for (i.e. Apartments, Business, Store or Mercantile, etc.)
 - All doors and windows in the building, and their size.
 - Clear measurements of the building and its interior
 - The location of all utility entrances into the building (i.e. Water, Gas, Electric services)

8. Any special hazards that may present a problem to emergency responders if they are needed at this location.

Your cooperation in this matter will greatly assist the Weirton Fire Department with providing a high quality plan review to help ensure the safety of all the residents and visitors of Weirton.

Thank you,

Capt. Amedeo Mastrantoni

City of Weirton Fire Department

NEW SIGN/REPLACING AN EXISTING PANEL

- 1. All signs that you put up will need to be approved by the Planning and Zoning Department.**
- 2. Fill out your sign permit application along with 15.00.**
- 3. Include a site plan for a pole and monument signs. Showing the dimensions to the property lines and the Length, Width, and Height of the sign.**
- 4. Attach a picture of the sign and where it will be attached to the building and other locations on the property.**
- 5. We will need the street frontage width in feet, and or store frontage if you are in a plaza of the building.**
- 6. Once your sign is approved, we will contact you with the building permit fee.**

TEMPORAY SIGNS

- 1. You don't need to apply for any temporary sign permits. They will need to be under 20 sq ft. and must be removed within 30 days.**

Call the Planning and Zoning Dept at Ext. 304-797-8500 Ext. 1020 or 1019 for any detailed questions regarding allowable signs.

CITY OF WEIRTON - SIGN PERMIT APPLICATION

APPLICANT INFORMATION

NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____

TO WHOM SHOULD PERMIT BE MAILED? PROPERTY OWNER STRUCTURE OWNER CONTRACTOR

PROPERTY OWNER
 (if same as APPLICANT, write SAME)

NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____

Signature of Property Owner or Legal Representative: _____

CONTRACTOR

COMPANY NAME _____ PHONE _____
 PRESIDENT _____ FAX NUMBER _____

FOR OFFICE USE ONLY:

Valid Contractor License on file.

Valid City License on file

Verified by:

ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____

NOTE* PLEASE ATTACH A LIST OF ALL SUB-CONTRACTORS BEING USED; INCLUDING NAMES, ADDRESS, LICENSES.

WV CONTRACTOR LICENSE # _____ CITY BUSINESS LICENSE# _____

SIGN / SITE INFORMATION

Departmental Approvals
 Approved Denied
 Water
 Sanitation
 Public Works

Property Address of Sign Location _____
 Location of Sign on property:
 Building: Front Wall _____ Side Wall _____ Rear Wall _____
 Yard Area Front Yard _____ Side Yard _____ Rear Yard _____
 Type of Sign Construction Monument Post & Panel Building Signplate Other _____
 Height of Sign _____
 Area of Sign(s) Length (ft) _____ X Width (ft) _____ = Area (sft) _____
 Type of Sign(s) Identification Directional Nameplate Other _____
 Illuminated Yes No Method of Illumination: _____
 ESTIMATED SIGN CONSTRUCTION COSTS (LABOR & MATERIAL): \$ _____

NOTICE:

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. Upon approval, this permit is valid for one(1) year from issuance date. Construction must begin within two (2) months.

Signature of Property Owner, Contractor or Other : _____ Date: _____

NOTE* A site plan must be submitted with this application describing location of sign with references and any other descriptive information relative to the approval of this application

NOTE** A fee of \$15.00 must be submitted at time of application.

For Official Use only

Approved Denied Date: _____ Permit No. _____
 _____ Date: _____

UDO Administrator

Approved Denied
 _____ Date: _____

Chief Code Official - City Of Weirton

Comments _____

City of Weirton

200 Municipal Plaza

Weirton, WV 26062

Phone: 304-797-8500 Ext. 1005 Fax: 304-797-8517

Business License Application

January 1, 2021 through December 31, 2021

*** IMPORTANT NOTICE***

City of Weirton Codified Ordinance No. 2108 states no license shall be issued to any applicant who owes a financial debt to the city resulting from the non-payment of any Tax, Lien Service Charge or Other Assessment.

Check Applicable: New Application Change of Owner Change of Address Business Renewal

OWN RENT Property owner's name and address: _____

Legal Name of Business: _____

DBA (if applicable): _____

Business Location: _____ City, State, & Zip: _____

Owner/Manager: _____ Business Phone Number: _____

E-mail: _____ Fax: _____

Person Responsible for Legal Notice:

Name: _____ Title: _____

Address: _____ City, State, & Zip: _____

Phone Number: _____ E-mail: _____

State/Federal ID: _____ **** A copy of your WV State Tax Business Registration Certificate must be submitted in order to process your business license.**

Type of Business: _____

Total Square Footage of the Building: _____ Will you employ workers in Weirton? Yes No

Total square feet: means that sum as measured by the exterior dimensions of the structure multiplied by the number of stories, but shall not include any part of a structure encompassed by the following: 1. Porches 2. Basements (when not utilized) 3. Attics

For Contractors: West Virginia Contractors Number: WV _____ . Please attach a copy of your West Virginia Contractors License with this application.

For Alcohol Sales: Please attach a copy of your West Virginia, Beer, Wine, and/or ABCC License with this application.

Does your establishment have female/male nude or partially nude dancers? Yes No

Will the business serve alcoholic beverages? Yes No

If yes, which of the following: Beer Wine Liquor

COMPLETE BACK 

The Annual License Fee is Due to the City of Weirton, West Virginia by January 1, 2021.

Licensed Activity	Rate	Units	Amount
Amusement			
A. Dance Floors	\$50.00		
B. Theater	\$125.00		
C. Bowling Alley (Each Lane)	\$15.00 Each		
D. Pinball Machines	\$30.00		
E. Billiard Tables (Each Table)	\$15.00 Each		
F. Fireworks	\$400.00		
G. Carnivals& Circus	\$50.00 day		

Licensed Activity	Rate	Units	Amount
Sales and Services			
A. Professional Services	\$15.00		
B. Retail License	\$15.00		
C. Wholesale License	\$75.00		
D. Taxicab Stand	\$75.00		
E. Coin operated Laundry (Each Device)	\$5.00 Each		
F. Outdoor Advertising	\$100.00		
G. Public Utilities	\$350.00		
H. Home Occupation	\$15.00		
I. Pawn Shop	\$100.00		
J. Bondsman	\$100.00		
K. Loan Establishments	\$100.00		
L. Cable	\$100.00		
M. Contractor	\$15.00		
N. Handyman	\$15.00		
O. Commercial Rental Property	\$15.00		
P. Residential Rental Property	\$15.00		

Licensed Activity	Rate	Units	Amount
Manufactures			
A. Class A- Over 100 Employees	\$300.00		
B. Class B- 25 to 100 Employees	\$225.00		
C. Class C- Less than 25 Employees	\$112.50		

Licensed Activity	Rate	Units	Amount
Hawkers and Peddlers			
A. On foot or Cart	\$5.00		
B. Vehicle ½ to 1 Ton	\$22.50		
C. Vehicle 1 to 2 Tons	\$75.00		
D. Vehicle Exceeding 2 Tons	\$150.00		

Licensed Activity	Rate	Units	Amount
Vending Machines			
A. Each 1 cent Device	\$3.00 Each		
B. Each 5 Cent & Greater Devices	\$7.50 Each		

Licensed Activity	Rate	Units	Amount
Liquor			
Items A-L Must Include M			
A. Private Club Less than 100 members	\$150.00		
B. Private Club 100 to 300 Members	\$225.00		
C. Private Club 300 to 600 Members	\$300.00		
D. Private Club Over 600 Members	\$450.00		
E. Liquor Sales	\$150.00		
F. Beer Sales	\$100.00		
G. Wine Sales	\$100.00		
H. Cass A Retailers of Liquor	\$800.00		
I. Cass B Retailers of Liquor	\$400.00		
J. Cass B Retailers of Chilled/Unchilled Beer	\$100.00		
K. Beer Distributors	\$250.00		
L. Wine Distributors	\$500.00		
M. To Sell above Establishment	\$15.00		

Please return to:

Inspections Department
200 Municipal Plaza
Weirton WV, 26062

Checks must be made payable to the City of Weirton.

This application must be completed and returned with the proper fee or the business license will not be issued. Incomplete forms will be returned.

I hereby certify that the above information is true and correct:

Signature/Title

Date

**Add 10% Penalty
On February 1, 2021** \$ _____

**Additional 10% Per Month
After February 1, 2021** \$ _____

Total Amount Due: \$ _____