



CITY OF SPENCER

116 Court Street, Spencer, WV 25276-1404
Phone: (304) 927-1640 • Fax: (304) 927-3724

CITY BUSINESS LICENSE APPLICATION 2025-2026

NAME	BUSINESS NAME	ADDRESS
PHONE	EMAIL	FEIN
SSN	WV BUS REGISTRATION CERT	NATURE OF BUSINESS

CHECK	CATEGORY	PRICE
<input type="checkbox"/>	01 REGULAR	\$15
<input type="checkbox"/>	02 ATTORNEY	\$5
<input type="checkbox"/>	03 PACKAGED BEER	\$65
<input type="checkbox"/>	04 PACKAGED WINE	\$65
<input type="checkbox"/>	05 BEER	\$115
<input type="checkbox"/>	06 LIQUOR	\$375
<input type="checkbox"/>	07 OTHER	TBD
<input type="checkbox"/>	08 MOBILE VENDOR PERMIT	\$250 PLUS \$20 PER DAY
<input type="checkbox"/>	09 PEDDLERS	\$250
<input type="checkbox"/>	10 VENDING MACHINE	\$5 EACH
<input type="checkbox"/>	11 WINE	\$115

GRAND TOTAL: _____

Name & Address of Owner of any VENDING/COIN OPERATED DEVICES on Premises: _____

Physical Location of Business: _____

Your License is non-transferable and must be displayed at the location for which issued. If you are exempt from the fee, you must register. Examples of Categories exempt from the fee are: Sales of products of the farm, gardens, or dairy by producer or grower thereof; occasional sales by societies acting for charitable, religious, or benevolent purposes; judicial sales directed by law or court order.

I am Exempt from all Fees and I am required to register only: ☐ Please Check

Day Business Opened: _____

Business License Fees are from Fiscal Year July 1st to June 30th each year. Please remit payment for each fiscal period your business was in operation.

I DECLARE THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE AND CORRECT.

OWNER/OFFICE SIGNATURE AND TITLE

DATE

Please return this form with your Check to the City of Spencer or visit us online to renew and pay by credit card at: www.cityofspencer.com to obtain your City Business License.

PLEASE MAKE COPIES FOR YOUR RECORDS

This institution is an equal opportunity provider.