



# CITY OF WEIRTON DEVELOPMENT DEPARTMENT

## BUSINESS LICENSURE BREAKDOWN

If you are looking for growth,  
just contact us.

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# ARTICLE 1 – BUSINESS LICENSE

## The City Business Office

The City of Weirton currently has over 2000 registered businesses. The City Business Office is a division of the Planning & Development Department that oversees all business licensure and compliance. Our Business Office accepts and processes business license and solicitation permit applications throughout the year while also providing support and direction for new and existing businesses.

Our office ensures that all businesses hold the licensure mandated by the State of West Virginia and the City of Weirton to operate before receiving an updated business license.

The City Business Office is located at Office #204, 200 Municipal Plaza, Weirton, WV 26062. The City Business Manager is Mikeal G. Maguschak.

## What is a City Business License?

A City Business License is a document that verifies that a business is legally able to operate within the city limits of Weirton, West Virginia. All businesses operating within the city limits are required to have a business license. This includes:

- Brick and Mortar locations
- Vendors offering business service within the city limits
- Transient/mobile vendors
- Home based/online businesses
- Rental of Residential Homes
- Rental of Commercial Spaces

## Obtaining a City Business License

Business Licenses are obtained through the City Business Office by submitting an application. Applications may be submitted physically or electronically. Once an application is received, it is reviewed by the business manager and routed to the Finance Department for review.

All business accounts must be current on their business taxes including municipal service fees, police & fire fees, business & occupation taxes, and previous business license accounts.

Once the Finance Department has approved an application, it is routed back to the business office where the business manager may process the application.

At this stage, the business manager will reach out to receive payment or to verify any missing documents such as West Virginia Business Registration Certificates or specific licenses to

operate the business. Every business is required to have a West Virginia Business Registration Certificate through the West Virginia Tax Department to apply for a city business license.

Business licenses are in flow with the Calendar year expiring on last day of December each year. Annual licenses for existing accounts are due by February 1<sup>st</sup> each year before penalties are added to the account balance.



**Scan the QR Code to view  
the City Business License  
Application (PDF)!**

**Best used for printing and mailing to the office or direct office  
submission.**

**Scan the QR Code to view  
the City Business License  
Application (Online Form)!**

**Best used for remote application submission.**



## Starting a New Business with a Commercial Location

**Step 1** - A prospective commercial developer is encouraged to email the Planning & Development Director in advance to determine the property in question is zoned correctly or whether a variance is needed.

**Step 2** - The prospective business must file a Zoning Application with the Inspections Department Permit Technician Office. A \$25.00 application fee will be charged. On the application, the business will need to include a detailed site plan listing all of the rooms within the business, a label defining what they will be used for, and length and width measurements. This information is used by the Inspection Department and Fire Department's Building Plan Examiners to determine compliance with City and State Fire Codes. Once the application has been completed, an Inspections Department Permit Technician will route the application accordingly to Planning & Development Department (to sign off on zoning compliance), Water Department (to ensure no concerns from Water Works – example water supply & service available), Sanitary Department (to ensure no concerns from Sanitary Works – example Grease Traps for restaurants), Public Works (to ensure no concerns from Public Works – example proper street access).

**Step 3** - Once all of the departments have confirmed their approval of the application, the City Permit Technician routes it to the Inspections and Fire Department's Building Plan Reviewers to determine legal compliance with Building and Fire Codes.

**Step 4** - Receipt of Plan Review. Upon assessment and completion of the Plan Reviews, the City Permit Technician will contact the applicant to sign and pick up their Plan Review and Building Permit (If Applicable). The Plan Review will list any concerns or final indications that must be in place for the Commercial Inspection.

**Step 5** - Once the business has addressed any requirements outlined in their Plan Review, they will schedule a Commercial Inspection at the Permit Technician Office. The inspection is conducted by a certified Commercial Building Inspector who may also be accompanied by an Inspection Specialist from the Fire Department and/or a state certified inspector from the State Fire Marshall's office.

**Step 6** - Once the inspection is completed and passed, the Commercial Inspector will provide an Occupancy Certificate Application to be filled out on site and be brought back to the Permit Technician Office.

**Step 7** - The Permit Technician will process the Occupancy Permit Application and will contact the business to pick up their Certificate of Occupancy.

**Step 8** - Once the Certificate of Occupancy is obtained, the business may apply for their City Business License at the Business office.



Scan the QR Code to view  
the Zoning Form Application.

Best used for printing and mailing to the office or direct office submission.

Scan the QR Code to view  
the Zoning Form  
Application (Online Form)!

Best used for remote application submission.



## Starting a New Business at Home

**Step 1** - A prospective home-based business is encouraged to email the Planning & Development Director in advance to determine if they can operate their business as planned from their home.

**Step 2** - The prospective business must file a Home Occupation Permit application with the Inspections Department Permit Technician Office. A Home Occupation Permit is a permit that allows the current resident at their current address to operate a home-based business. This document acts similar to how Certificates of Occupancy work at the Commercial level.

A \$15.00 application fee will be charged. On the application, the business will need to include a detailed site plan listing all of the rooms being used for the business and a label defining what they will be used for, and length and width measurements. This information is used by the Inspection Department to determine compliance with City Codes. Once the application has been completed, an Inspections Department Permit Technician will route the application accordingly to the Planning & Development Department (to sign off on zoning compliance).

**Step 3** - Once Planning & Development have confirmed their approval of the application, the City Permit Technician routes it to the Code Official's office for review.

**Step 4** – In some circumstances, an Inspection may be needed to verify the information submitted and in other cases, the building permit technician will contact the applicant to inform them their Home Occupation Permit application has been approved or rejected.

**Step 5** - Once the Home Occupation Permit is obtained, the business may apply for their City Business License at the Business office.



**Scan the QR Code to view  
the City Home Occupation  
Permit Application!**

## ARTICLE 2 – LICENSURE MAINTENANCE

### Business License Renewal

Business licenses are renewed every calendar year. Any business with an email on file will receive an email reminder to file for their business license in October. Any business without an email on file will receive a mailed letter reminder to file for their business license in November.

All filings for existing business license accounts are due by February 1<sup>st</sup>. Business License renewals may be submitted in person at the business office or online via the city website.

### Finance Department Compliance

To receive a business license, the business must be in good standing with the City Finance Department. If any filings are missing or payments are delinquent, the business license application is rejected and placed on hold until the account is brought into compliance. The Finance Department will reach out to the business with their legal point of contact information provided on their business license application to attempt to remedy the non-compliance status.

### Closing a Business Account

If a business is no longer in operation within city limits, they are encouraged to contact the City Business Office to advise of their closure. This allows city staff to deactivate their account so they no longer receive mailings or notifications.

## ARTICLE 3 – GLOSSARY

### **Building Plans Examiner**

The Building Plans Examiner is a city employee certified by the State Fire Marshall's Office to conduct Residential and Commercial Building Code and/or Fire Code plans examinations.

### **Business License**

The Business License is an annual license that permits a business entity to conduct activity in the City of Weirton's city limits.

### **Commercial Inspector**

The Commercial Inspector is a city employee certified by the State Fire Marshall's Office to conduct Commercial Building Inspections.

### **Home Occupation**

A Home Occupation is an occupation carried on in a Dwelling Unit by the resident thereof; provided that the use is limited in extent and incidental and secondary to the use of the dwelling unit for residential purpose and does not change the character thereof.

### **Home Occupation Permit**

The Home Occupation Permit is a zoning document allowing a citizen to operate a home-based business from their home as is listed on the permit. If the citizen moves addresses, the permit expires and a new permit is required at the new location.

### **Occupancy Certificate**

The Occupancy Certificate is a document certifying the use of a space. It is awarded after a Final Inspection has been performed and passed. Rental Occupancy Certificates must be renewed by Inspection every three years.

### **Permit Technician**

The Permit Technician Clerk is an administrative specialist who oversees the processing and routing of building permit applications and code enforcement complaints.

### **Permit Technician Office**

The Permit Technician Office is located on the second floor of the Weirton City Building (200 Municipal Plaza, Weirton, WV 26062) right when you get off the elevator. The office handles all of the file management and routing of building and zoning permits. The office serves as a

support center for customers and is the primary location where business with the Inspections and Planning & Development Departments takes place.

### **Sign Application**

A sign application is used to verify placement and size of a sign according to the United Development Ordinance.

### **State Fire Marshall's Office**

The State Fire Marshall's Office serves as the Building and Fire Code authority for the State of West Virginia. All City of Weirton inspectors are certified through this office and meet state requirements.

### **Zoning Application**

A zoning application is for new development in the City Limits. The form lets officials verify the zoning map and the United Development Ordinance for compliance. Items that need to be included with the zoning application are site plans, building plans (if applicable), and floor layouts.

## **ARTICLE 4 – POINTS OF CONTACT**

### **City Business Manager**

#### **Mikeal G. Maguschak**

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### **City Accounting Analyst**

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### **City Permit Technician Clerk**

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## City Planning & Development Director

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