



Business License Renewal

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Please complete this renewal form for your municipal Business License for Shepherdstown. Licenses renew annually in July. The certificate you will receive needs to be displayed along with other licenses. Notice: A business license will not be renewed/issued if you are in violation of any Town ordinance or have outstanding accounts (i.e. utility bills, parking tickets, building permits). Reference [fee schedule](#) for amount due and to the [Municipal sales tax](#).

Permit number: _____

Legal name of business & DBA: _____

Any change in type of business? _____

Business street address: _____

Mailing address: _____

(Business, if changed)

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____

(Business, if changed)

Business owner's name: _____

Mailing address: _____

(Owner's if changed)

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____

(Owner's if changed)

Please indicate those that apply and include a copy of the current license/permit:

_____ WV contractor/trade license: # _____

_____ WV state business license: # _____

_____ Jeff County Health Dept permit: # _____

_____ WVABC license: # _____

Date: _____ **Signature:** _____

Fee paid: _____