



City of Wheeling - Finance Department (Room 115)
New Business License Assessment Sheet

Business Name: _____

Business Address: _____

Applicant's Name: _____ Signature: _____

Applicant's Address: _____ Phone Number: _____

Building Owner: _____ Phone Number: _____

Proposed Business Use: _____

Zoning Officer: 234-3701

Building Inspector: 234-3601

Electrical Inspector: 234-3601

Fire Inspector: 234-3726

Health Inspector: 234-3682

Police Chief: 234-3708

In order to accelerate the licensing process, please answer the following questions where (Y) = yes, (N) = no and (U) = unsure:

1. Does your business provide off-street (private) parking? (Y) (N) (U)
2. Will your business be erecting a sign? (Y) (N) (U)
3. Is your business required to obtain ABCC licensing? (Y) (N) (U)
4. Do you plan to enlarge to footprint of the building? (Y) (N) (U)
5. Does the proposed business necessitate any **plumbing** repairs / modifications/ upgrades or installations? (Y) (N) (U)
6. Does the proposed business necessitate any **structural** repairs / modification / upgrades or installations? (Y) (N) (U)
7. Does the proposed business necessitate any **non-structural** repairs / modifications / upgrades or installations? (Y) (N) (U)
8. Does the proposed business necessitate any **H.V.A.C** repairs / modifications / upgrades or installations? (Y) (N) (U)
9. Does the proposed business necessitate any **electrical** repairs / modifications / upgrades or installations? (Y) (N) (U)
10. Is the current structure handicap (ADA) accessible? (Y) (N) (U)

If the proposed business is a **restaurant** the following apply:

- An equipment layout and power schedule need to be provided to Inspector
- Hood installation to be installed by WV Contractor licensed for hoods and fire suppression

*** All contractors need WV license**

*** Fire Inspectors will review building for occupancy and egress**