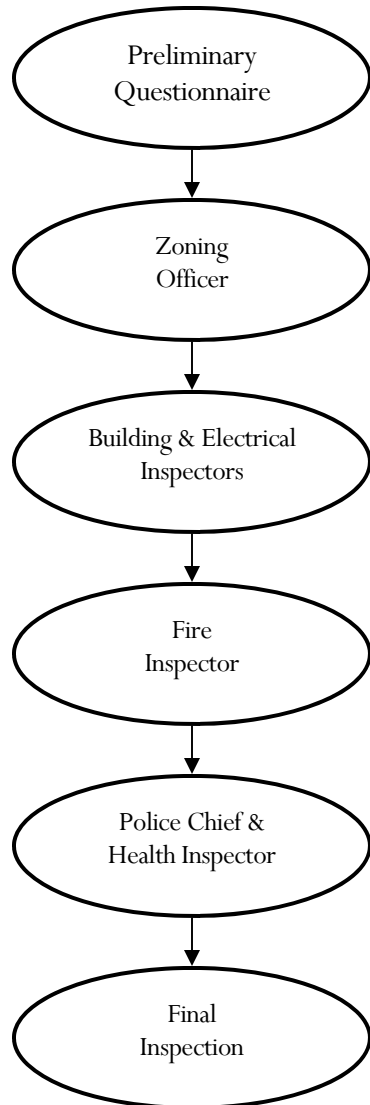


Steps to get your business started



CITY OF WHEELING
Finance Department
1500 Chapline Street, Room 115
Wheeling, WV 26003
304-234-3653
www.WheelingWV.gov

CITY OF WHEELING



GETTING A BUSINESS LICENSE



Procedures for the City of Wheeling

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THE BUSINESS LICENSING PROCESS



There are several steps required to receive a City of Wheeling Business License. It is our intent to make the process as easy as possible for business owners. This brochure will walk you through the procedures required by the City of Wheeling to get your business going.

The first step will be the completion of a **preliminary questionnaire** **1** and business license assessment sheet. These documents, that can be obtained in the Finance Office, will assist our staff in preparing your new business for operation.

Your next stop is the City of Wheeling **Zoning Officer** in room **2** 305 of the City-County Building. The Zoning Officer is required to make sure your business is located in the proper zone, has adequate parking, and code-compliant signs. If you will be applying for a license to serve alcohol, your application will have to be approved by City Council. The Zoning Officer will assist you with that process.

Depending upon the results of your **3** questionnaire, you may be directed back to the Finance Office. However,

if the business is going to require some type of construction, your next step will be to schedule an appointment with the City of Wheeling **Building Inspector** to discuss your proposed plans. You can schedule that appointment by calling 304-234-3601. You can also schedule an appointment with the **Electrical Inspector** by calling 304-234-3601. The Electrical Inspector will visit your business site to assess the current electrical layout and/or any electrical upgrades that are needed.

4 The City of Wheeling **Fire Inspector** will also need to inspect your site. The Fire Inspector will insure that your building meets the City Fire Code.

If you are opening a food-oriented **5** establishment, the **Health Inspector** will also need to approve your business license application. The Health Inspector will check to see that your building meets the State of West Virginia health codes for restaurants.

6 If your business serves alcohol, the **Police Chief** will also be required to approve your business license application. The Police Department will conduct the proper background checks required prior to the opening of a new establishment that serves alcohol.

After you have received approval from all of the above parties, a final walk-through of your business will need to take place by the **7** Building Inspector, Electrical Inspector, and the Fire Inspector. This should be scheduled with the

Finance Department by calling 304-234-3653. Final inspections for new business take place on Wednesday afternoons. Once signatures have been obtained, return the complete form to the Finance Office in room 115.

Important Information

Finance Office 304-234-3653 Room 115

Zoning Officer 304-234-3701 Room 305

Building Inspector 304-234-3601 Room 308

Electrical Inspector 304-234-3601 Room 308

Fire Inspector 304-234-3726 Headquarters

Health Inspector 304-234-3682 Room 106

Police Chief 304-234-3708 Room 100

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City of Wheeling
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

Building Inspector Business (did / did not) submit building plans

Electrical Inspector Business (did / did not) submit electrical plans

Fire Inspector

Health Inspector

Police Chief

(Continue on reverse side)

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 the 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 / modifications / upgrades or installations? (Y) (N) (U)
 - o *If 'yes' then an evaluation from a WV registered structural engineer is necessary.*
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 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 & fire suppression

****All contractors need WV license***

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