



# City of Moundsville



# New Business Welcome Packet

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City of  
*Moundsville*

City Clerk	304-845-3394
City Manager	304-845-6300
Fire Department	304-845-2050

Dear Business Owner,

Welcome, and thank you for choosing Moundsville as a location for your business. You will find it to be a great place to thrive and become part of this growing business community.

The purpose of this booklet is to make your business start-up or expansion an understandable and pleasant one. It will give you points of contact for all necessary city employees and other parties that you may need, blank forms for all business and construction needs, as well as a path to your opening.

During this process, should you encounter any problems, or questions that are unanswered, please feel free to contact me at any time. I can be reached via e-mail at [rhealy@cityofmoundsville.com](mailto:rhealy@cityofmoundsville.com), or by phone at 304-845-6300. I am always available to help.

In the end, we love to work with the Marshall County Chamber of Commerce to coordinate a ribbon cutting or grand opening celebration. Congratulations on this venture, and I look forward to seeing you soon.



Sincerely,

A handwritten signature in blue ink that reads "Richard P. Healy".

Richard P. Healy

City Manager



City of  
*Moundsville*

City Clerk	304-845-3394
City Manager	304-845-6300
Fire Department	304-845-2050

Dear Business Owner,

The City of Moundsville is pleased to accommodate you with your new business venture. The City Clerk and office staff are available to assist and guide you through every step and to ensure your business meets the requirements of municipal and state government. We hope to make this an easy and enjoyable experience.

We think you will find this booklet to be very informational. It explains planning and zoning regulations, building permits and inspections, occupancy permits and city business licenses as well as council members, department contacts and phone numbers.

Let us know how we can help you by reaching out to us at [shewitt@cityofmoundsville.com](mailto:shewitt@cityofmoundsville.com) or [www.cityofmoundsville.com](http://www.cityofmoundsville.com).

Sincerely,

A handwritten signature in blue ink that reads "Sondra J. Hewitt".

Sondra J. Hewitt

City Clerk

## City Hall

Open

Monday – Friday  
8:00 AM – 4:30 PM

800 Sixth Street

Moundsville, WV 26041

[www.cityofmoundsville.com](http://www.cityofmoundsville.com)

Phone: 304-845-3394

Fax: 304-845-7130

# Municipal Directory

## City Officials

City Manager	Rick Healy 304-845-6300 <a href="mailto:rhealy@cityofmoundsville.com">rhealy@cityofmoundsville.com</a>
City Clerk	Sondra Hewitt 304-845-3394 <a href="mailto:shewitt@cityofmoundsville.com">shewitt@cityofmoundsville.com</a>
Finance Director	Karen Ankrom 304-845-6300 <a href="mailto:kankrom@cityofmoundsville.com">kankrom@cityofmoundsville.com</a>
Treasurer	Lacey Williams 304-845-3394 <a href="mailto:llwilliams@cityofmoundsville.com">llwilliams@cityofmoundsville.com</a>
Building Inspectors Office: 304-845-3394	Joe Richmond, 304-830-1874 <a href="mailto:joerichmond@cityofmoundsville.com">joerichmond@cityofmoundsville.com</a> Buddy Smith, 304-830-1875 <a href="mailto:bsmith@cityofmoundsville.com">bsmith@cityofmoundsville.com</a> Danielle Harmon, 304-830-1876 <a href="mailto:dharmon@cityofmoundsville.com">dharmon@cityofmoundsville.com</a>
Public Works Director	Lewis DeVault II 304-845-3511 <a href="mailto:ldevault@cityofmoundsville.com">ldevault@cityofmoundsville.com</a>
Parks & Recreation Director	John White 304-845-7733 <a href="mailto:jwhite@cityofmoundsville.com">jwhite@cityofmoundsville.com</a>
Police Chief	Tom Mitchell 304-845-1611 <a href="mailto:tmitchell@moundsvillepd.com">tmitchell@moundsvillepd.com</a>
Fire Chief	Gary Brandon 304-845-2050 <a href="mailto:gbrandon@cityofmoundsville.com">gbrandon@cityofmoundsville.com</a>
Sanitary Superintendent	Brock Castilow 304-845-4360 <a href="mailto:bcastilow@moundsvillewwtp.com">bcastilow@moundsvillewwtp.com</a>
Water Superintendent	Terry Roberts 304-845-3028 <a href="mailto:troberts.water@aol.com">troberts.water@aol.com</a>

# City Council Members

Mayor (Ward 2)

David Wood

Vice-Mayor (At Large)

Sara Wood-Shaw

Ward 1

Dennis Hall

Ward 3

Eugene Saunders

Ward 4

Ginger DeWitt

At-Large

Randy Chamberlain

At-Large

Don DeWitt

## Meeting Dates

City Council: Meetings are held on the first and third Tuesday of each month at 6:00 PM in the Council Chambers of the Municipal Building located at 800 Sixth Street.

Sub-Committee: Meetings are held on the second Tuesday of each month at 5:00 PM in the Council Chambers of the Municipal Building located at 800 Sixth Street.

Planning Commission: Meetings are held on the third Wednesday of each month (as needed) at 5:30 PM in the Council Chambers of the Municipal Building located at 800 Sixth Street

Board of Zoning Appeals: Meetings are held on the first Wednesday of each month (as needed) at 6:30 PM in the Council Chambers of the Municipal Building located at 800 Sixth Street

## Departments & Phone Numbers

City Manager's Office  
304-845-6300

Sanitary/Stormwater Department  
304-845-4360

City Clerk's Office  
304-845-3394

Water Department/Billing  
304-845-0380

Police Department  
304-845-1611

Water Plant  
304-845-3028

Fire Department  
304-845-2050

Public Works Department  
(Street, Recycling, and Garbage)  
304-845-3511

Parks & Recreation  
304-845-7733



City of  
**Moundsville**

City Clerk	304-845-3394
City Manager	304-845-6300
Fire Department	304-845-2050

Dear Business Owner,

Thank you for choosing our community for your business endeavor. I would like to take this opportunity to welcome you to the city of Moundsville, West Virginia. The Building Department is excited to partner with you to ensure the success of your business here in our city. We are eager to help and hope we can make this process as smooth as possible.

A few items to note before you begin:

- Any offer to lease or purchase property should be contingent on the premises meeting the current WV State Building Code, WV State Fire Code, and any special codes/ordinances which govern your particular business (i.e. health codes).
- Codes change and a change in occupancy or ownership may require that the premises be brought up to the current codes. A business may wish to work with a design professional knowledgeable about these codes to assure that the code requirements are met.
- Please take note that the type of business you intend to conduct may require changes to the business premises. A licensed contractor may be required to make changes to a commercial building if the work involves structural, electrical, plumbing, mechanical or other non-cosmetic alterations. While the city cannot recommend any particular contractor, the Building Department has a list of licensed contractors available to you.
- If you decide to do some of the interior changes yourself, please keep in mind that a permit will still be required and all work performed must meet the current building code.
- We would be more than happy to schedule a pre-inspection of the space, so that we can all be on the same page throughout your project.

We look forward to working alongside you and are eager to foster a successful partnership. Please feel free to contact us with any questions you have at (304) 845-3394.

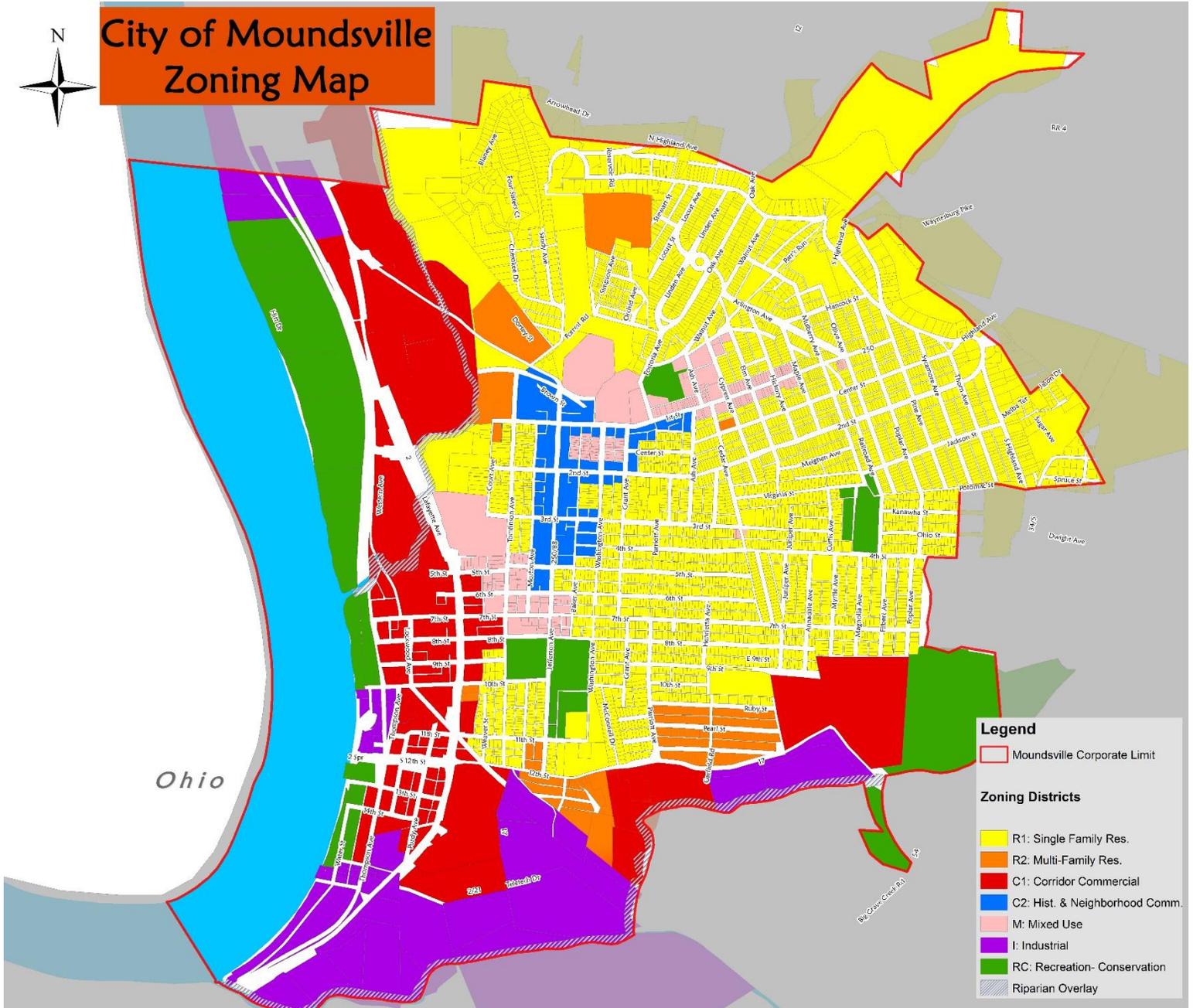
Sincerely,

A handwritten signature in blue ink, appearing to read "Joseph Richmond II".

Joseph Richmond II  
**City of Moundsville**  
Building Official

**CITY BUILDING – 800 6<sup>th</sup> Street, P.O. Box E, Moundsville, WV 26041**

# City of Moundsville Zoning Map



For most up to date zoning map, refer to website: [www.cityofmoundsville.com](http://www.cityofmoundsville.com)

# Zoning Review Application

Pick up and fill out an Application for a Zoning and Occupancy Permit in the **Building Department**. A Building Inspector can be reached at 304-845-3394.

Is your business a permitted use, a conditional use, or non-permitted use? (All uses not listed under the other two categories of the code are non-permitted uses.) If you are unsure, please contact the **Building Department**.

Permitted Use

Conditional Use

Non-Permitted Use

The **Building Department** will review your application and verify that you are a permitted use. If confirmed, your application will be approved. If not, they will discuss the next step.

Pick up and fill out a Petition to the **Board of Zoning Appeals** at the **Building Department**

Pick up and fill out a Planning Petition at the **Building Department**

Once approved, meet with the **Building Department** to schedule inspections and obtain your Certificate of Occupancy

Meet with the **Board of Zoning Appeals** to review your application. The Board is empowered to make a final decision on conditional uses

Meet with the **Planning Commission** to petition for recommendation to Council.

If approved, start from the top and proceed as a permitted use.

**Planning Commission** recommendation moves to City Council. The final decision on a zone change is made by the **City Council**.

# Before You Begin

Before opening a new business, or relocating an existing business within the City of Moundsville, the developer and/or business owner must submit details of the project to the Building Department. Staff can provide you with a New Business Information and Welcome Packet. They will collect any preliminary project plans, drafts, and/or information from the owner/developer. At this point the complexity and summary of the project will be known. Staff will then schedule the Preliminary Site Plan Meeting with the appropriate departments (i.e. Building, Stormwater, Police, Fire, Utilities, and Street Departments) if necessary.

# Zoning Compliance

Before you purchase or lease a space for your business in Moundsville, please contact the Building Department to ensure that your proposed business is permitted in the zoning district you intend to occupy. A Zoning Permit must be issued before you can move forward with your project. The Zoning Officer will review your application and determine whether the type of business you plan to open is a permitted, conditional, or not-permitted use in that district.

If your business is a permitted use, you will be issued a Zoning Permit and you may move forward with your project. If your business is listed as a conditional use, you must petition the Board of Zoning Appeals for a Conditional Use Permit. Please fill out the form as completely and accurately as possible, as approval of the application will be based on the information you provide.

# Building Permits

After the Zoning Permit is issued, you can apply for any Building Permits needed to get the building ready for your business. If this will be a new construction project, the Building Inspector will provide you with a new construction information packet.

A licensed contractor may be required to make changes to a commercial building if the work involves structural, electrical, plumbing, mechanical or other non-cosmetic alterations. The contractor will be required to obtain a City Contractor's License and submit the Building Permit application, along with any drawings, plans, or other required documentation.

A property owner, or the owner of a tenant business may be allowed to perform some of the work on a commercial structure. In this case, the property or business owner will submit the Building Permit application and any required documentation.

Some commercial projects will require plans review and inspections by the West Virginia State Fire Marshal Plans Review Section. Forms and information on their process can be found at:

[https://firemarshal.wv.gov/Divisions/Fire Inspections/Pages/Plans-and-Review-Division.aspx](https://firemarshal.wv.gov/Divisions/Fire%20Inspections/Pages/Plans-and-Review-Division.aspx)

It is very common, while working on a project, to find additional items that you want to, or need to address. It is very important not to exceed the scope of work authorized by the permit you have. If you find any changes, additions or alterations to the work are necessary, please contact the Building Inspection office to have your current permit amended or to have an additional permit issued. Exceeding the authorized scope of work may result in a failed inspection, which may cost you both time and money.

# Contracted Work

Contractors will be required to have a City of Moundsville Contractor's License. Additionally, the State of West Virginia requires that all contractors doing contracted work costing \$2,500.00 or more have a State Contractor License.

It is the responsibility of the Contractor to apply for and obtain all required building permits and pay a Business and Occupation Tax of 2% of the contract value at the time the permits are issued.

Any Sub-Contractor working on a project is required to apply for and obtain a building permit for the work that they are contracted for, as well as pay a Business and Occupation Tax of 2% of the contract value at the time the permits are issued for their portion of work.

# Signs

Once you have clearance to operate in your intended location, let us know if you intend to change any permanent signage at the site. Most permanent signage requires a Building Permit, and review by the Zoning Officer. Temporary signage for your new business such as banners, window signs, sandwich boards, flags, inflatable balloons and grand opening event signage do not require a permit but are regulated by size, type and duration. A guide to temporary signage is available from the Building Department.

# Permit Inspection

Although not mandatory, we encourage a walk-through by the Building and Fire Inspectors prior to starting your project. This walk-through can help identify items that need to be corrected before opening your business, which can save you valuable time and money. We ask for a minimum 24-hour notice when scheduling inspections. We will do our very best to accommodate you, even on short notice. Scheduling in advance will help us to be available when you need us, so that we do not slow down your project.

The following inspections are required for any work done to a commercial structure.

1. Foundations and Footings
2. Structural Framing Before Being Covered
3. Electrical Rough-in and Final
4. Plumbing Rough-in and Final
5. Final Inspection

# Occupancy Inspection

An Occupancy Inspection is **required** before a City Business License will be issued. A walk-through by the Building & Fire Inspectors prior to purchasing, leasing, or starting your project can help identify items of concern that may need corrected, as well as giving the inspectors a chance to go over the scope of work for any renovations that are planned. When renovating older structures small changes can sometimes trigger large upgrade requirements. A pre-construction/purchase inspection can save you valuable time and money. Occupancy Inspections must be scheduled no later than a week before your target opening date, to allow time for any re-inspection's. Please use the Occupancy Pre-Inspection Check List to avoid common violations that could delay your opening. When all work has been finished, you may schedule the Occupancy Inspection through the Building Department. This inspection will be done by the City Building Inspector and the City Fire Inspector. If an inspection by the State Fire Marshal or County Health Department are required, you must schedule them separately.

# Certificate of Occupancy

After passing the Occupancy Inspection, a Certificate of Occupancy will be issued for your business to operate from the inspected location. This certificate will be required to obtain your city business license from the office of the City Clerk. Keep in mind that if there are any changes to your business, such as relocation, expansion or change of ownership, you will need to update your certificate.

## Business License

*(Municipal Code 741)*

The final step in this process is obtaining a city business license. The Business License Application can be obtained in the City Clerk's Office. The Building Inspection Department will provide the City Clerk's Office with a copy of the Occupancy Certificate. The business license application along with the occupancy certificate and required State of WV business registration ([www.sos.wv.gov](http://www.sos.wv.gov)) is submitted to the City Clerk or her/his designee. The application and license fee are processed and a business license is provided to the business owner at that time. The business license must be posted for public view inside the business. Business license renewals must be submitted to the City Clerk's Office before July 1 of each year. All city fees and taxes must be current before a business license is processed. For information or questions, please contact the City Clerk's Office at 304-845-3394.

## Business & Occupation Tax

*(Municipal Code 745)*

Business and Occupation Tax is a privilege tax based on the gross sale of tangible property without any deduction on account of the cost of property sold or expenses of any kind. The forms are sent to each business on a quarterly basis. Business classifications determine the rate of taxable sales. Most businesses are considered retail sales (Code 6). Individuals with rental property pay rental (Code 11). B&O taxes must be submitted to the City Clerk's Office with payment. For information or questions please contact the City Clerk's Office at 304-845-3394.

# Pre-Inspection Check List

Inspectors look at many items in your place of business. So that you may have a better understanding of what to keep an eye on, in regards to maintenance and safety, we have provided the following checklist. Note: *This list is a general guideline only for common violations that can be readily determined by the occupant.*

## EXITS

- Door/aisle is not obstructed.
- Proper lock/hardware on the exit. (No flush bolts, hasps, etc.)
- Exit doors open easily.
- There is a sign over the main entrance, "This door is to remain unlocked during business hours," if the door has a double-keyed deadbolt.
- Illumination exit signs maintained in working order.
- Means of egress shall be kept clear.
- Emergency lights maintained and in working order.
- Doors with panic hardware shall have no other locking devices.
- Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies.

## EXTINGUISHER/FIRE PROTECTION EQUIPMENT

- Minimum 2 ABC extinguisher(s) installed.
- Extinguishers have been serviced within the past year and a new service tag is attached.
- Extinguishers have been inspected monthly W/ documentation.
- Extinguishers are securely mounted or in an approved cabinet.
- Fire extinguisher not obstructed.
- Fire extinguisher top does not exceed 5 feet from floor when mounted.

- Hood extinguishing system maintained, and yearly service and cleaning documented.
- Class K extinguisher installed 10-20 feet from hood and duct system.
- Fire alarm system is in proper working order- system tested annually- record of testing.
- 18 inches of clearance between storage and sprinkler heads.
- Sprinkler system shall be maintained and tested annually.
- Standpipe shall be tested every 5 years.

## APPLIANCE/MECHANICAL

- No propane used/stored in building.
- All appliances are properly connected and vented.

## ELECTRICAL

- No extension cords in use in place of permanent wiring.
- There are no spliced or frayed cords/ wires.
- Spacer(s) in electrical panel gap(s) provided.
- No broken or faulty switch/outlets.
- No exposed wire in conduit.
- No missing/broken electrical cover plate(s).
- Electrical panel is not overloaded/ obstructed.
- No multi-plug adapters in use, other than approved power strips.

Circuit breakers are labeled.

   Electrical cords do not extend through walls, ceilings and floors, or under doors or floor coverings.

   30 inches of clearance maintained in front of electrical panels.

STORAGE/ COMBUSTIBLE MATERIAL/  
HOUSEKEEPING

   Flammable liquid properly stored.

   Oil rags in non-combustible container with lid.

   "No Smoking" signs installed as required.

   No combustible material stored near ignition source.

   Maintain clear and visible access to and around FDC (fire department connection).

   No accumulation of combustible materials.

   Compressed gas cylinders secured.

   Flammable gas cylinders stored properly.

   Area around building free of combustible materials.

   No storage shall be kept in exit stairways/ hallways.

   Fire and smoke walls shall be maintained and have no opening other than those allowed by code.

   Ceiling tile installed properly with no missing or broken tile.

MISCELLANEOUS

   Fire lanes shall be approved by Fire Department.

   Address numbers shall be posted in contrasting colors on the front and rear doors for commercial businesses and shall be 8 inches on the front door, and 4 inches on the back door. All other structures shall be 4.

   Rapid key entry box (Knox Box). located near main door.

# Glossary

<b>Board of Zoning Appeals (BZA)</b>	A quasi-judicial body that approves land-use actions like Conditional Use and Variance applications.
<b>Certificate of Occupancy</b>	A document required prior to occupying any commercial building, storefront, or other structure. Contact the Building Department for details.
<b>Conditional Use</b>	A zoning exception that allows a property owner use of his/her land in a manner not otherwise permitted within that particular zoning district. Call the Building Department for details.
<b>Facade</b>	The front or face of a building, especially the side that faces the street.
<b>Historic and Neighborhood Commercial District</b>	A special local district whose borders are defined in the included map that has special regulations to ensure the preservation of the exterior of the buildings.
<b>Land Use</b>	The classification of current and future activities permitted or desired to occur within a natural or built environment.
<b>Mixed-Use Development</b>	A type of development that has two or more zoning uses. For example, if you want to rent out the second floor of your business as an apartment, you have a residential use plus a commercial use on the ground floor.
<b>Set-Back</b>	The distance a fence, building, or other structure must be behind a street, lot line or other important public asset.
<b>Site Plan</b>	A detailed plan of the current and envisioned site which includes land use, traffic impact, utility impact, urban design principals, public-safety services and landscaping. Contact the Building Department for details.
<b>Use Variance Application</b>	A document filed by the owner or owner's authorized agent requesting authorization to conduct activities not otherwise permitted. Contact the Building Department for details.
<b>Zoning Review Application</b>	A document that confirms a change of use (when the old business leaves the building and is replaced by another business).
<b>Zoning Variance</b>	Authorization from the local government to allow a property owner to do something with his or her property that would otherwise not be permitted by the local zoning ordinance.



# City of Moundsville

City Clerk 304-845-3394  
City Manager 304-845-6300  
Fire Department 304-845-2050

Dear Business Owner,

We would like to ask you to take just a few moments to fill out the following information. This information will allow us to better serve you and your business. By updating our files, the Moundsville Police Department will be better prepared to assist you in case of an emergency.

Once completed, simply return the form in person, mail or fax the form to: Moundsville Police Department, 800 Sixth Street, Moundsville, WV 26041, (fax) 304-843-1646.

Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Address \_\_\_\_\_

Business Owner/Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

Owner/Manager Address \_\_\_\_\_

Does the business have an alarm? (Y/N) \_\_\_\_\_

If Yes, with what company? \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Address \_\_\_\_\_

In case of an emergency, employees with whom to contact to secure the business:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Any additional information you feel we may need to know such as night time janitors, late night deliveries, etc.

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We would like to thank you for your help in our endeavor to better serve our community and its people.

**CITY BUILDING – 800 6<sup>th</sup> Street, P.O. Box E, Moundsville, WV 26041**



# City of Moundsville

City Clerk 304-845-3394  
 City Manager 304-845-6300  
 Fire Department 304-845-2050

## APPLICATION FOR ZONING AND OCCUPANCY PERMIT

The undersigned hereby make application to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Description of what you want to do)

as specified herein and does agree that the provisions of the Zoning Code will be complied with.

Location of property: \_\_\_\_\_

Date: \_\_\_\_\_ Zoned: \_\_\_\_\_

There is attached hereto and made a part hereof two (2) copies of a layout or plot plan drawn to scale showing all property boundary lines, buildings, thereon and location of the proposed improvement. It is understood and agreed by the applicant that any error, misstatement, or misrepresentation in this application, including the attached layout or plot plan, which might or would operation to cause a refusal of this application or any material deviation, shall constitute grounds for revocation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The above application is **approved/denied** this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_

\_\_\_\_\_

### ZONING ADMINISTRATION OFFICE

Upon completion of this improvement, the Zoning Administrative Officer must be notified, so that a Certificate of Occupancy may be issued. The approval of this application or the issuance of a Building Permit does not authorize occupancy of the premises until a Certificate of Occupancy is issued



# City of Moundsville

City Clerk 304-845-3394  
 City Manager 304-845-6300  
 Fire Department 304-845-2050

## DEVELOPMENT PERMIT APPLICATION

### Floodplain Management Program

Date of Application: \_\_\_\_\_ Permit# \_\_\_\_\_

### OWNERS Information

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contractor Information & License Number (if applicable) WV License #: \_\_\_\_\_ City License# \_\_\_\_\_

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*\*\*\*\*  
Property Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

MARKET VALUE OF STRUCTURE: \_\_\_\_\_ (Provide Documentation)

Type of Structure: (Check All That Apply)

Residential  Commercial/Industrial

Garage/Detached Structure

Demolition  Excavation/Fill Activities

Other (Explain) \_\_\_\_\_

\*\*\*\*\*  
Cost of Improvement: \_\_\_\_\_ (INCLUDES VALUE OF DONATED GOODS AND TIME)

Description of Work to Be Completed:

\_\_\_\_\_  
\_\_\_\_\_

### \*\*\*\*\* WARNING: PLEASE READ AND ACKNOWLEDGE

THE FLOOD HAZARD BOUNDARY MAPS AND OTHER FLOOD DATA USED BY THE CITY OF MOUNDSVILLE FLOOD PLAIN MANAGER IN EVALUATING FLOOD HAZARDS TO PROPOSED DEVELOPMENTS ARE CONSIDERED REASONABLE AND ACCURATE FOR REGULATORY PURPOSES AND ARE BASED ON THE BEST AVAILABLE SCIENTIFIC AND ENGINEERING DATA. ON RARE OCCASSIONS GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHT MAY BE INCREASED BY MAN-MADE AND NATURAL CAUSES. ISSUANCE OF AN EXEMPTION CERTIFICATE DOES NOT IMPLY THAT DEVELOPMENT OUTSIDE THE IDENTIFIED AREAS OF FLOOD HAZARD WILL BE FREE FROM FLOODING AND DAMAGE. ISSUANCE OF AN EXEMPTION CERTIFICATE SHALL NOT CREATE LIABILITY ON THE PART OF THE CITY OF MOUNDSVILLE, THE FLOOD PLAIN MANAGER OR ANY OFFICER OF THE CITY OF MOUNDSVILLE IN THE EVENT FLOODING OR FLOOD DAMAGE DOES OCCUR.

Signature \_\_\_\_\_

APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION.

Application also Available on the City Website:

<https://www.cityofmoundsville.com/departments/city-of-moundsville-building-permit-application/721>

# Sanitation and Dumpster Service

All businesses located in Moundsville are required to utilize the city’s sanitation services. A variety of options including dumpster type, size and frequency of pick-up times are available. The following is a brief outline of service rates:

A. Class I Commercial. (Those small offices which produce mainly paper waste and which do not use dumpsters): \$19.52 per month.

B. Class II Commercial. (Those small commercial, business, or service establishments which do not use dumpsters): \$25.41 per month.

C. Class III Commercial. (Those commercial, business, or service establishments which use dumpsters shall be charged the following rate times the cubic yard size of their dumpster(s) times the number of pickups made per week): \$8.27 per cubic yard. Additionally, such customers shall be charged an annual dumpster rental fee of \$100.00.

D. Class IV Commercial. (Those commercial, business, or service establishments which regularly dispose of bottles or other heavy items in addition to regular refuse, and which use dumpsters shall be charged the following rate times the cubic yard size of their dumpster(s) times the number of pickups made per week): \$8.73 per cubic yard. Additionally, such customers shall be charged an annual dumpster rental fee of \$100.00.

E. Class V Commercial. (Those larger commercial establishments requiring special accommodation to be negotiated and established by the City Manager based on Class III or Class IV rates.)

It is your responsibility as a business owner to contact the City Clerk’s Office at 304-845-3394 to apply for the service.

Commercial Waste Charges						
Price						
Yearly rental per dumpster*	\$100					
Class 1 Commercial	\$19.52					
Class 2 Commercial	\$25.41					
Class 3 Commercial	\$8.27 per yard					
Class 4 Commercial	\$8.73 per yard					
Class 5 Commercial	Price by City Manager					
Class 3*		Times Per Week				
Yards	1	2	3	4	5	6
1	33.08	66.16	99.24	132.32	165.4	198.48
2	66.16	132.32	198.48	264.64	330.8	396.96
3	99.24	198.48	297.72	396.96	496.2	595.44
4	132.32	264.64	396.96	529.28	661.6	793.92
6	198.48	396.96	595.44	793.92	992.4	1190.88
8	264.64	529.28	793.92	1058.56	1323.2	1587.84
*Yearly \$100 rental per dumpster - Billed July of each year						
Class 4*		Times Per Week				
Yards	1	2	3	4	5	6
1	34.92	69.84	104.76	139.68	174.6	209.52
2	69.84	139.68	209.52	279.36	349.2	419.04
3	104.76	209.52	314.28	419.04	523.8	628.56
4	139.68	279.36	419.04	558.72	698.4	838.08
6	209.52	419.04	628.56	838.08	1047.6	1257.12
8	279.36	558.72	838.08	1117.44	1396.8	1676.16
*Yearly \$100 rental per dumpster - Billed July of each year						



# City of Moundsville

City Clerk 304-845-3394  
 City Manager 304-845-6300  
 Fire Department 304-845-2050

## Commercial Sanitation Services Application

Date:	Name of Business:
Federal Tax ID#:	Owner/Operator:
SSN: Date of Birth:	Business Telephone:
Authorized Contact:  _____	How Would You Like to Receive Your Bill?  Paper <input type="checkbox"/> E-Bill <input type="checkbox"/> No Bill <input type="checkbox"/>
Phone Number:  _____	Email if Requesting E-Bill:  _____

New Service Address:

Mailing Address (If different than above):

Do You Own or Rent?

Own

Rent

If Renting:

Name of Landlord: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Have you met with a Building Inspector?

Yes

No

Please Read and Initial:

\_\_\_\_\_ All city businesses must use city sanitation services per city ordinance 953.10.

\_\_\_\_\_ All commercial dumpsters are subject to an annual \$100 rental fee.

\*For information on dumpster and pick-up options, or other questions, please contact the City Clerk's office at 304-845-3394

CITY BUILDING – 800 6<sup>th</sup> Street, P.O. Box E, Moundsville, WV 26041



# City of Moundsville

PO Box E, Moundsville, WV 26041-0955

Phone (304) 845-3394 Fax (304) 845-7130

## Blank Business License Application

Application is hereby made for license(s) to conduct the business, activity, trade, or employment indicated below for the year beginning \_\_\_\_\_

ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30 OF EACH YEAR. THE BUSINESS MUST BE RENEWED BEFORE JULY 1 OF EACH YEAR. ANY BUSINESS WHO FAILS TO MAKE THE APPROPRIATE APPLICATION, FAILS TO RENEW ITS ANNUAL CITY LICENSE OR FAILS TO PAY THE APPROPRIATE TOTAL LICENSE FEE IS LIABLE FOR A PENALTY OF 10% PER MONTH FOR EACH MONTH THE BUSINESS ACTIVITY IS CONDUCTED WITHOUT A VALID LICENSE.

Account \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**MUST HAVE STATE OF WEST VIRGINIA LICENSE**

APPLICANT MUST PROVIDE A COPY OF A STATE OF WV BEER, LIQUOR, OR WINE CERTIFICATION BEFORE A LICENSE CAN BE APPROVED AND ISSUED. A CITY LICENSE WILL NOT BE ISSUED IF THE APPLICATION FILED IS NOT COMPLETE OR THE CORRECT FEE IS NOT PAID.

PRIVATE CLUBS AND BEER/WINE DEALERS MUST PRESENT THEIR WV LICENSE BEFORE CITY LICENSE MAY BE ISSUED

**YOUR LICENSE EXPIRES JUNE 30 - FAILURE TO SECURE A NEW LICENSE BEFORE JULY 1 RESULTS IN A 10% PENALTY PER MONTH**

THIS APPLICATION IN ITS ENTIRETY AND CHECK MUST BE ENCLOSED BEFORE CITY LICENSE IS PROCESSED. PAY ALL OF THE REQUIRED FEES AND SUBMIT THE APPLICATION ALONG WITH PAYMENT TO THE OFFICE OF THE CITY CLERK.

FOR QUESTIONS CONCERNING THIS APPLICATION CONTACT THE CITY CLERK'S OFFICE AT (304) 845-3394 OR (304)845-3398.

CODE	MUNICIPAL LICENSE CATEGORIES and ANNUAL FEES	QTY	AMOUNT	TOTAL DUE
01	General Business		15.00	
02A	Beer - Retail		100.00	
02B	Beer - Package		15.00	
03	Wine		150.00	
04A	Private Club - Fraternal		375.00	
04B	Private Club - Private (Less Than 1,000 Members)		500.00	
04C	Private Club - Private (More Than 1,000 Members)		1,250.00	
05	Class A Liquor Sales		500.00	
06	Pool Tables (1st Table)		25.00	
06A	Pool Tables (Each Additional Table)		15.00	
07A	Misc Machines All .25+ Gaming & Music		12.50	
07B	Misc Machine - Blanket License (20+)		250.00	
08	Pawnshop/Pawnbroker		100.00	
09	Hawker/Peddler		10.00	
09A	Hawker/Peddler - Background Check		75.00	
10	Massage Therapy		15.00	
11	Weapons Sale		10.00	
12	Campgrounds		10.00	
13	Duplicate License		5.00	
<b>TOTAL AMOUNT OF TAX DUE</b>				
<b>10% PENALTY PER MONTH OF DELINQUENCY</b>				
<b>LESS CREDIT FROM A PREVIOUS PERIOD</b>				
<b>ADD PREVIOUS BALANCE FROM PRIOR FILINGS</b>				
<b>LIST TYPES OF MACHINES &amp; LOCATIONS</b>			<b>TOTAL REMITTANCE</b>	
_____ _____ _____				
			SIGNATURE OF APPLICANT _____	
			PRINT NAME _____	

EMAIL \_\_\_\_\_

OFFICIAL TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TAX ID# OR SS# \_\_\_\_\_

PHONE \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_

MAKE CHECK PAYABLE AND REMIT TO - City of Moundsville - PO Box E - Moundsville, WV 26041-0955



# City of Moundville

PO Box E, Moundville, WV 26041-0955  
 Phone (304) 845-3394 Fax (304) 845-7130

## BUSINESS AND OCCUPATIONAL TAX RETURN

- \* ALL ACTIVE BUSINESSES MUST FILE A RETURN EVEN IF YOU DO NOT HAVE ANY GROSS SALES FOR THIS RETURN PERIOD.
- \* CHANGE INCORRECT NAME AND ADDRESS
- \* PLEASE REFERENCE ACCOUNT NO. ON ALL CORRESPONDENCE.

Account \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

ALL QUESTIONS MUST BE ANSWERED

DATE BUSINESS BEGAN IN CITY \_\_\_\_\_

IF FISCAL YEAR IS USED, WHEN DOES IT END? \_\_\_\_\_

DURING PERIOD COVERED BY THIS RETURN, DID YOU

QUIT BUSINESS YES NO DATE \_\_\_\_\_

SELL OR DISPOSE OF BUSINESS? YES NO DATE \_\_\_\_\_

IF SOLD BUSINESS, GIVE NAME & ADDRESS OF NEW OWNER  
 \_\_\_\_\_  
 \_\_\_\_\_

MAIN OFFICE ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

FEIN \_\_\_\_\_

### COMPUTATION OF TAX ( ESTIMATED )

Your Previous Business Classification selections are marked with an \*

CODE	BUSINESS CLASSIFICATION	TAXABLE GROSS	RATE/ \$100	TAX DUE
1	(A1) Production Coal		1.00	
2	(A2) Limestone, Sandstone and Timber		1.50	
3	(A4) Natural Gas Over 5,000		6.00	
4	(A5) Other Natural Resource		2.00	
5	(B) Manufactured/Compound Products		.25	
6	(C1) Retail/Restaurant		.33	
7	(C2) Sale of Property Wholesale		.15	
8	(C3) Service		.75	
9	(D) Contracting		2.00	
10	(E) Places of Amusement		.50	
11	(F) Rentals		1.00	
12	(G) Banking Other Financial		1.00	
13	(H2) Natural Gas & Toll Bridges		3.00	
14	(H3) Electric & Power Co (All Other Sales & Demand) Charges for All Other Purposes		3.00	
15	(H4) Electric & Power Co (All Other Sales & Demand) Domestic & Commercial		4.00	
16	(H5) All Other Public Service/Admissions/Amusement		2.00	
A)	<b>TOTAL AMOUNT OF TAX DUE</b>			
B)	<b>PENALTY OF 5% FOR FIRST 30 DAYS DELINQUENCY AND 1% EACH SUCCEEDING 30 DAYS</b>			
C)	<b>LESS CREDIT FROM A PREVIOUS PERIOD</b>			
D)	<b>ADD PREVIOUS BALANCE FROM PRIOR FILINGS</b>			
E)	<b>TOTAL REMITTANCE ( Line A Plus Line B, Less Line C and Plus Line D )</b>			

CONTRACTORS LIST JOBS / RENTERS LIST PROPERTIES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS RETURN ( INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS ) AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.

\_\_\_\_\_  
 ( Name of Taxpayer )

\_\_\_\_\_  
 ( Official Title )

\_\_\_\_\_  
 ( Date )

# Important Contacts

Marshall County Chamber of Commerce (Grand Openings)	304-845-2773
Marshall County Health Department	304-845-7840
Moundsville Post Office	304-845-0104

# Utility Information

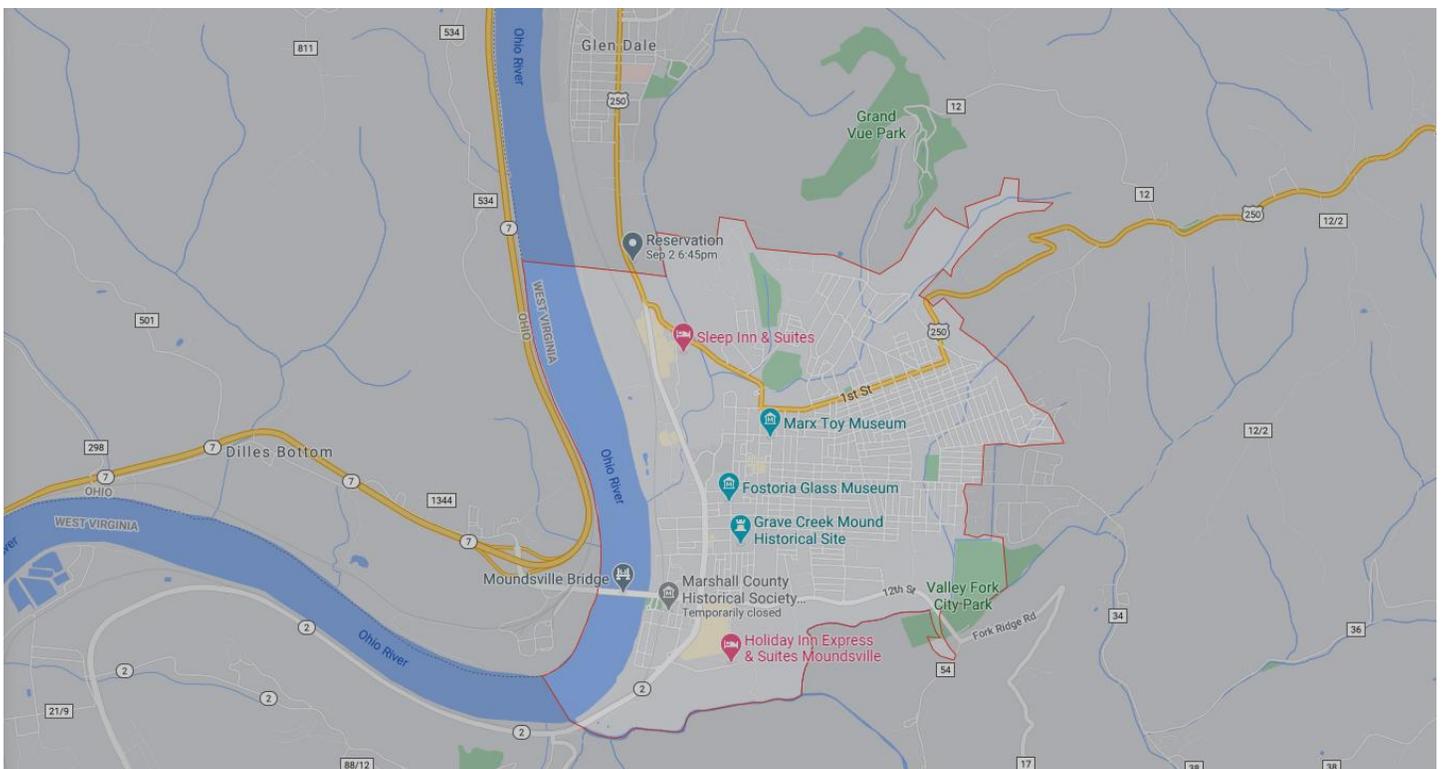
American Electric Power	800-852-6942
Mountaineer Gas	800-834-2070
Comcast	855-432-3945
Frontier	800-921-8101
Dish Network	800-333-3474
DirecTV	800-531-5000



# Community Quick Facts

Moundsville is a small town nestled in the northern panhandle of scenic West Virginia. Moundsville is a growing family-based community rich in heritage and history. Deriving its name from the many Adena Indian burial mounds constructed more than 2000 years ago. Moundsville is home to the largest conical burial mound in North America. Moundsville is not only a land of sacred pasts, but of promising futures. Moundsville, WV is a melting pot of fine education, a strong blue-collar workforce, bountiful heritage and beautiful landscapes.

*Population: 8,093 (2020 US Census)*





PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

\* Water bills are typically due on the 21<sup>st</sup> of each month. Due date is always on the bill

\* There are several options for you to pay your bill:

- In the office: pay with cash, check, money order, or credit/debit card (fees apply to credit/debit payments)
- By mail: pay with check or money order
- Over the phone: pay with a checking/savings account or credit/debit card (fees apply)
- Online: pay with a checking/savings account or credit/debit card, Paypal, or Venmo (fees apply)

To make an online payment, go to [www.cityofmoundsville.com](http://www.cityofmoundsville.com) and follow the links for online bill payments through PSN. While on PSN, you can set up your account preferences and register your account information for faster login in the future.

\* You also have options when it comes to receiving your bill! If you would like to go paperless, please visit [www.cityofmoundsville.com](http://www.cityofmoundsville.com) and follow the prompts for paying your water bill. Once on the PSN website, you can set up your account and choose whether you receive e-bills or a paper bill! You may also call the office at the number listed below and someone will be glad to sign you up for paperless billing.

**\*\*\*\* When you move, it is your responsibility to fill out a shut off slip. If you do not fill out a shut off slip, you will continue to be responsible for the services at the address until either a.) a shut off slip is completed by you or b) someone else signs up for services at that address. \*\*\*\***

Moundsville Water and Sanitary Boards  
PO Box 480  
Moundsville WV 26041  
(304) 845-0380  
[mdsvwateroffice@gmail.com](mailto:mdsvwateroffice@gmail.com)  
Office Hours: M-F 8:00 a.m. – 4:30 p.m.

# Moundsville Water & Sanitary Boards

PO Box 480  
800 Sixth Street  
Moundsville, WV 26041

Phone: (304) 845-0380  
Fax: (304) 845-0397  
E-mail: [mdsvwateroffice@gmail.com](mailto:mdsvwateroffice@gmail.com)

Dear Customer:

Please fill out and sign the enclosed application and return with a copy of a photo ID and a deposit in the amount of \$100 payable to Moundsville Water Board. If you are the owner of the property, your deposit will be refunded to you after one year of on time payments. If you are a renter, your deposit will be refunded to you upon closure of your account.

If you should have any questions, please feel free to contact us at the number above.

Sincerely,

Moundsville Water & Sanitary Boards

**COMMERCIAL APPLICATION FOR SERVICES**

<b>Date:</b>	<b>Business Name:</b>	<b>Federal Tax ID:</b>
	<b>Owner/Operator:</b>	
<b>Address for Service</b>	Number      Street	
<b>Mailing Address</b> (if different than service address)	Number      Street      City      State      Zip Code	
<b>Phone:</b> (      ) _____ (      ) _____	<b>How would you like to receive your bill?</b> Paper <input type="checkbox"/> E-Bill <input type="checkbox"/>	Email Address if you are requesting e-bills:
<b>Authorized Contact:</b> Name _____	<b>This application is for:</b> Residential Rental Property      Commercial Business Property Plant fill-up/Hydrant Meter	
<b>Do you have service w/ us at another address?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, list address(es) _____ _____	
<b>Do you Own or Rent at this address?</b>	<b>Do you wish to continue service at that address?</b>	
	If renting, provide landlord's contact information:	
	Name      Phone      Address	
<b>If you Own, will this be used as rental property?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Service start date</b>	<b>Would you like to register for Automatic Payments</b> Yes      No
		<b>Emergency Notifications</b> Yes      No
<b>INITIAL AND SIGN BELOW</b>		
<p>_____ I hereby authorize service to be established in my name at the location listed above and agree to pay for service at said address <b>from the date of connection to the date a shut off is signed in the office or by written request if submitted by means other than in person.</b></p> <p>_____ I understand that current water pressure conditions for said service may or may not be at standard average pressure established for the water system and do hereby agree to accept said service with the presented water pressure as is currently available and do hereby waive pressure rights relative to said service.</p>		
Applicant Signature _____	Date _____	

**OFFICE USE ONLY**

New Account Number	Account Number	
Previous Account Past Due	Account Number	Amount
Water Deposit Collected	Amount	Receipt Number
Sewer Deposit Collected	Amount	Receipt Number
Deposit Transferred From	Account Number	Receipt Number
		Original Deposit Date

**Moundsville Water & Sanitary Boards**

800 6<sup>th</sup> Street  
PO Box 480  
Moundsville WV 26041  
304-845-0380

# Moundsville Water & Sanitary Boards

PO Box 480  
800 Sixth Street  
Moundsville, WV 26041

Phone: (304) 845-0380  
Fax: (304) 845-0397  
E-mail: mdsvwateroffice@gmail.com

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The above named person/entity is applying for new water and or sewer service. After you have inspected the area, please sign, date, and return back to the front office as soon as possible.

Please check the appropriate option:

\_\_\_\_\_ Will be installing new **Water** service  
and a tap fee of \$750 will apply.

\_\_\_\_\_ Will be using an existing service, no tap fee required.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

Please check the appropriate option:

\_\_\_\_\_ Will be installing new **Sewer** service  
and a tap fee of \$750 will apply.

\_\_\_\_\_ Will be using an existing service, no tap fee required.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

---

## Front office use only

Tap fee(s) paid if required: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt number(s): \_\_\_\_\_

Account number: \_\_\_\_\_

Service Number: \_\_\_\_\_





# Secretary of State Kris Warner

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[GoVoteWV.com](http://GoVoteWV.com)

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- Campaign Finance
- FOIA Request
- Jennings Randolph Award
- CSR Search
- WV Code
- Register to Vote
- File a Complaint

## Business Organization Search

Enter Organization Name

**Business and Licensing**

Go to ...

How do I ? ...

## News & Announcements

**WVSOS Anniversary Open House Celebrates National Entrepreneurship Week in West Virginia**  
02/20/2025  
The WV One Stop Business Center was opened in 2018 by the WV Secretary of State's Office with the support of the West Virginia Legislature... read more

**WVSOS Kris Warner joins 19 state colleagues asking President Trump to repeal the Biden-era "Big Brother Overreach" on business**  
02/20/2025  
According to Warner, it is estimated that there are more than 31 million businesses of all sizes in the United States, with over 153,000 registered to operate in West Virginia alone. Many of those are subject to the CRA... read more



# ACKNOWLEDGEMENT

Please sign below to acknowledge that you have been provided with a copy of the New Business Welcome Packet and that you have been instructed to read it.

---

First and Last Name (Please Print)

---

Signature

---

Name of Business

---

Physical Business Address

---

Business Mailing Address (If different from physical address)

---

Business Phone Number(s)

Offices that REQUIRE an Acknowledgement copy include:

Building Inspection Department

Data Processing Department