



Procedures for Obtaining a Town of Bolivar Business License

All Business Licenses renew annually beginning July 1st expiring June 30th

- To obtain a Town of Bolivar Business License Application, The Application can be downloaded from the **Town of Bolivar's website** www.bolivarwv.org, **picked up in person** or received via **email or fax 304-535-1474**.
- You must present a **copy** of your **West Virginia Business Registration Certificate** with the application. **The Business Registration Certificate** can be obtained by contacting the **West Virginia Department of Tax & Revenue 1-800-982-8297** or by visiting the website www.business4wv.com.
- If you are a contractor, you must present a copy of your **West Virginia State Contractors License** with the application. This can be obtained by contacting the **West Virginia State Contractors Licensing Board at 304-558-7890** or by visiting the website www.wvlabor.com.
- If your business involves selling food, you must present a copy of your **Jefferson County Health Department Permit** with the application. This can be obtained by contacting the **Jefferson County Health Department at 304-728-8416** or by visiting the website www.jchealthdept.org.
- Present the application in person with all supporting documents and **payment** made out to **Town of Bolivar located at 60 Panama Street Harpers Ferry, WV** or mail to **P.O. Box 37 Harpers Ferry, WV 25425**.