



Business Welcome Packet CITY OF CLARKSBURG



Welcome Message from the City Manager



On behalf of the City of Clarksburg, I am delighted to extend a warm welcome to our community. We are thrilled that you have chosen Clarksburg as the location for your business.

As City Manager, alongside our dedicated administration team, we are committed to supporting business growth and prosperity alongside our community members, guided by the direction and vision of our city elected officials. We extend our heartfelt gratitude to our residents and business partners for their unwavering support, which continually elevates Clarksburg as an exceptional place to work, live, and play. By fostering collaboration, innovative thinking, and a steadfast commitment to excellence, we aspire to build a community that thrives on unity and progress.

Clarksburg offers a unique blend of small-town charm and modern amenities. Our vibrant downtown, thriving neighborhoods, and strong business community make it an ideal place for businesses of all sizes to succeed.

We are committed to providing a supportive and welcoming environment for businesses like yours. Our city staff is dedicated to assisting you with the registration process, permitting requirements, and any other needs you may have. Within this packet, we have provided you resources to ensure a solid foundation for collaboration and support within Clarksburg, WV.

We believe that your business will be a valuable asset to our community. Thank you for choosing Clarksburg as your home. We look forward to watching your business grow and prosper.

Sincerely,

Tiffany Fell, City Manager
City of Clarksburg



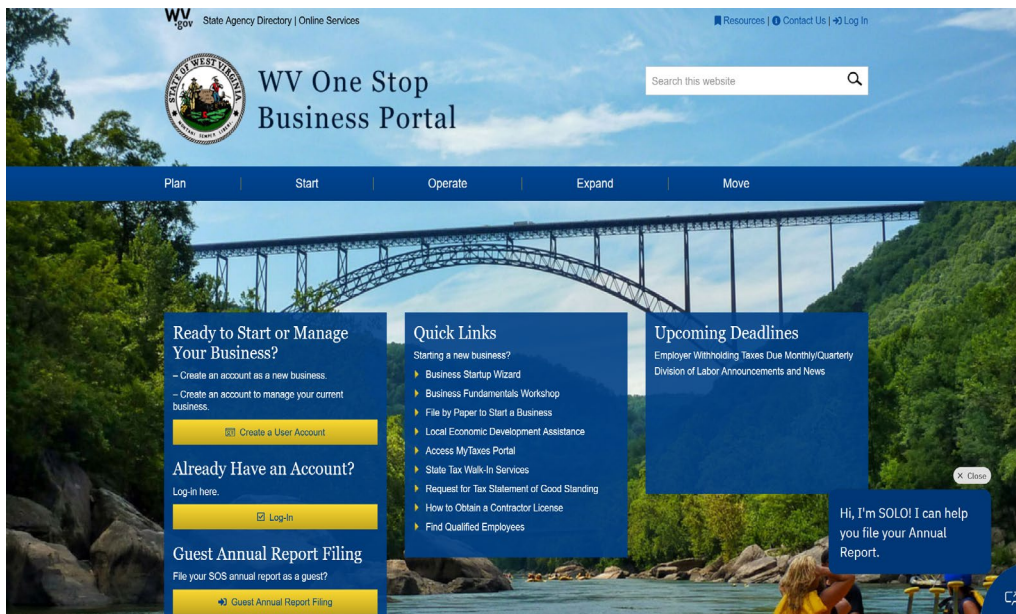
Business Registration Guide



State of West Virginia

www.business4.wv.gov

- ☐ Form business entity (corporation, LLC, etc.)
- ☐ File articles of incorporation or organization
- ☐ Appoint a registered agent
- ☐ Register for business taxes (income, sales, use, etc.)
- ☐ Register with the Department of Labor (employer registration, unemployment insurance, worker's compensation)



Business Registration Checklist



City of Clarksburg

www.cityofclarksburgwv.com/247/Opening-a-Business-in-Clarksburg

- ☐ Obtain a Certificate of Occupancy
 - ☐ Code Enforcement (304) 624-1633
 - ☐ Fire Code Inspection (304) 624-1685
- ☐ Obtain a Clarksburg Municipal Business License
 - ☐ Business and Occupation Taxes
 - ☐ Register appropriate licensure

Create a Website Account - Manage notification subscriptions, save form progress and more. Website Sign In

CLARKSBURG
WEST VIRGINIA

Government Departments Publications Business How Do I... Community **PAY FINES/TICKETS**

How can we help?

Opening a Business in Clarksburg

Before you can open your business and start making money, your business will need to be licensed through the State of West Virginia and the City of Clarksburg.

Certification of Occupancy Application

Whether your place of business is a newly constructed building or an already existing building, and if your business is located in the City limits of Clarksburg, you need to obtain a Certificate of Occupancy before you can apply for a business license. If the business will be in your home that is located within the City limits of Clarksburg, you will also have to fill out a Home Occupancy Permit Form.

Inspections

Schedule inspections with the Code Enforcement Office by calling the **Code Enforcement Office** at 304-624-1633.

- Building Code Inspection, Code Enforcement Phone: 304-624-1633
- Fire Code Inspection, Fire Department Phone: 304-624-1685

Before a certificate will be issued, these two inspections need to be passed. When all inspections are approved the Code Enforcement Office will enter the information into the computer and notify the Finance office. The client/customer can then pay the \$50 fee at the **Finance Department's** cashier's window on the first floor of City Hall.

Obtaining a West Virginia Business Franchise Certificate (Business License)

In West Virginia, all businesses must be licensed with the State. Business owners must file a State Application for a Business License before applying for the City business license. Applications for the State Business Franchise Certificate can be obtained:

- On the **Business for West Virginia website**
- Calling the State automated form ordering number at 304-558-3333
- Calling the toll-free (within WV), operator assisted number at 800-982-8297
- Stopping by or calling the Clarksburg State Tax office at 304-624-0434

Retain a copy of the application for use with the City permit.

Obtaining a Clarksburg Municipal Business License

Applications will only be accepted with verification of obtaining a Certificate of Occupancy or Home Occupancy Permit, when applicable. Applicants must have a valid West Virginia Business Franchise Certificate, or you may submit a copy of your application for the State certificate. The municipal license fee is based on your business activity and if your business is located or doing business within the City limits.

The Municipal license is issued for a maximum term of one year expiring on June 30. The license will need to be renewed by all businesses by July 1 in order to avoid late penalty fees. If you need assistance with the applications, call 304-624-1630.

Business and Occupation Taxes

The City of Clarksburg has business and occupation tax charged on gross revenues of every entity conducting business within the corporate limits of this municipality. The rate, per \$100.00 of gross revenue, **varies by business classification**. This tax is required to be reported quarterly and is due on or before 30 days from the quarter ending. Returns postmarked after the due date are subject to penalties on the net tax due. **If no reportable activity (\$0.00 gross income) occurred during the filing period, indicate on the Tax Return that there was no activity. Return by the due date to avoid delinquent notices and tax assessments.

Learn more about **Business Occupation Taxes** and the available **Business Occupation Tax Credit**

City Contractor

All general and subcontractors doing business in Clarksburg must be licensed through the State and the City. Download a State License Application, or for a hard copy contact:

Contractor Licensing Board
219 Building 3, Capital Complex
Charleston, WV 25305
Phone: 304-558-7890

Prior to the commencement of any project, all contractors and subcontractors are required to first obtain a **State Business Franchise Certificate** and a State Contractor's License. With proof of the State licenses, contractors and subcontractors can apply for a City of Clarksburg Municipal License. No contractor will be issued a Municipal License by the Director of Finance if the Contractor is not current in the payment of their Business and Occupation Taxes. For contractor's the rate of B and O Tax is 2% of gross income actually derived from each contract.

Fees

The Municipal License base fee is \$20.00. Handyman initial license fee is \$75.00 (\$50.00 renewal fee). Businesses engaged in alcoholic beverage sales have additional fees. The license term expires June 30th. If you need assistance with applications, please call 304-624-1630

Handyman License

Select Language
Google Translate



MUNICIPAL LICENSE APPLICATION CITY OF CLARKSBURG

222 West Main Street, Clarksburg WV 26301
Phone (304) 624-1630 FAX (304) 624-1070

OFFICIAL USE ONLY

Fiscal Year _____
License No. _____
License Fee \$ _____
Date Issued _____
By (_____) _____

Please Print or Type

FULL NAME OF BUSINESS: _____

CORPORATION NAME: (if applicable) _____

BUSINESS PHYSICAL ADDRESS: (Do not use PO Box) _____

MAILING ADDRESS: _____

BUSINESS PH # _____ CELL PH # _____ EMAIL: _____

TYPE OF BUSINESS ENTITY: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC ☐ Other

BUSINESS CLASSIFICATIONS: (Check all that apply)

☐ MANUFACTURING ☐ RETAIL ☐ WHOLESALE ☐ SERVICE ☐ UTILITY ☐ BANKING OR OTHER FINANCIAL INSTITUTION ☐ AMUSEMENT ☐ OTHER (Describe) _____
☐ RENTAL (Residential Property) ☐ RENTAL (Commercial Property) ☐ RENTAL (Other Type - Specify) _____ ☐ CONTRACTOR (MUST PROVIDED COPY OF WV LICENSE)

☐ **MUNICIPAL LICENSE REGISTRATION FEE:** \$20.00 ☐ **NOT FOR PROFIT** (provide IRS determination letter)

BEER, WINE, LIQUOR (must provide copy of West Virginia license from ABCC (license fees, as follows))

<input type="checkbox"/> BEER (Distributor)	\$ 250.00	<input type="checkbox"/> PRIVATE CLUB (Non-Profit Fraternal)	\$375.00
<input type="checkbox"/> BEER (Dispenser)	\$ 100.00	<input type="checkbox"/> PRIVATE CLUB (less than 1000 members)	\$500.00
<input type="checkbox"/> BEER (Private Club)	\$ 50.00	<input type="checkbox"/> PRIVATE CLUB - RESTAURANT	\$300.00
<input type="checkbox"/> BEER (Retailer/Package)	\$ 5.00	<input type="checkbox"/> RETAIL LIQUOR SALES - CLASS A	\$1,500.00
<input type="checkbox"/> WINE (Retail)	\$ 150.00	<input type="checkbox"/> RETAIL LIQUOR SALES - CLASS B	\$500.00
<input type="checkbox"/> WINE (Distributor)	\$2,500.00		

TOTAL FEE FOR ALL CATEGORIES CHECKED \$ _____

NOTICE: Your license will expire June 30th. Failure to secure new license on or before July 1 may result in a \$50.00 penalty for each month delinquent, or fraction thereof.

List Names of all Owners, Partners, or Corporate Officers: (Use separate sheet of paper if necessary)

Name	Title	Home Address	Social Security # (last 4 digits only)	Home / Cell Phone #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Date Business Began or Will Begin in Clarksburg: _____ (Must Attach Copy of West Virginia Tax Department Business Registration Certificate)

Do you or will you own the structure where your business is conducted? ☐ Yes ☐ No

If no, give name, address, and telephone number of owner _____

Total **GROSS SQUARE FOOTAGE** within structure of business area owned or leased: _____ (Must Be Provided) (May be verified)

DESCRIBE THE BUSINESS ACTIVITY, THE TYPE OF PRODUCT SOLD OR SERVICE OFFERED, AND THE SPECIFIC LOCATION OR AREA/S WITHIN THE CITY LIMITS WHERE BUSINESS ACTIVITY WILL BE CONDUCTED (if applicable). MUST BE COMPLETED IN DETAIL LISTING ALL ASPECTS OF YOUR BUSINESS.

Complete the section below if the business activity for which you are requesting a license involves property that you rent to others. (Use separate sheet of paper if necessary)

Address of Rented Property	Commercial or Residential	Current Tenant's Name	Estimated Annual Rental Income	Date Rented
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**** REFER TO THE REVERSE SIDE OF THIS APPLICATION FOR INFORMATION AND TAX & LICENSE REQUIREMENTS ** (MUST READ)**

SIGNATURE OF APPLICANT / PRINT NAME / TITLE / DATE

PLEASE READ COMPLETELY AND CAREFULLY

GENERAL – ALL CITY LICENSES ARE ISSUED FOR A FISCAL YEAR AND EXPIRE JUNE 30th OF EACH YEAR. THE BUSINESS LICENSE MUST BE RENEWED ON OR BEFORE JULY 1st 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 \$50.00 PER MONTH, OR FRACTION THEREOF, FOR EACH MONTH BUSINESS ACTIVITY IS CONDUCTED WITHOUT A VALID LICENSE.

- THE ANNUAL MUNICIPAL LICENSE FEE IS NOT PRORATED.
- THE ANNUAL MUNICIPAL PRIVATE CLUB LICENSE FEE IS PRORATED BY HALF A YEAR.
- THE ANNUAL MUNICIPAL LICENSE FEE FOR THE SALE OF BEER IS PRORATED QUARTERLY.

YOU MUST COMPLETE THIS APPLICATION IN ITS ENTIRETY; PAY ALL THE REQUIRED FEES; AND SUBMIT THE APPLICATION AND PAYMENT TO THE OFFICE OF THE DIRECTOR OF FINANCE. IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION, YOU MAY CONTACT THE FINANCE DEPARTMENT'S TAX & LICENSE CLERK AT (304) 624-1630.

STATE OF WEST VIRGINIA STATE TAX DEPARTMENT BUSINESS REGISTRATION CERTIFICATE – APPLICANT MUST PROVIDE A COPY OF A STATE OF WEST VIRGINIA LICENSE, OR PROOF THAT APPLICATION HAS BEEN MADE, BEFORE A CITY LICENSE CAN BE APPROVED AND ISSUED. YOU MAY VISIT THE STATE OF WEST VIRGINIA TAX DEPARTMENT AT 151 W MAIN STREET (IN THE DMV BUILDING, 3RD FLOOR), CLARKSBURG, OR YOU MAY CALL **(304) 558-3333 or (304) 627-2109**.

USE & OCCUPANCY PERMIT –THE APPLICANT MUST MAKE APPLICATION FOR AND SECURE A USE & OCCUPANCY PERMIT FROM THE CITY'S CODE ENFORCEMENT OFFICE. FOR THE COST AND/OR ANY INFORMATION PERTAINING TO THIS PERMIT, YOU MAY CALL (304) 624-1633.

FIRE SERVICE PROTECTION FEE – THE CITY ASSESSES A FIRE SERVICE PROTECTION FEE FOR BOTH, COMMERCIAL AND RESIDENTIAL PROPERTY OWNERS.

- **NON-RESIDENTIAL PROPERTY OWNERS/TENANTS** ARE BILLED **MONTHLY** BASED ON THE TOTAL SQUARE FEET OF THE STRUCTURE OCCUPIED BY THE BUSINESS ESTABLISHMENT. PROPERTY OWNERS ARE BILLED AT 6.75 CENTS PER SQUARE FOOT, AND TENANTS ARE BILLED AT 3.40 CENTS PER SQUARE FOOT (IF TENANT IS NOT THE OWNER OF THE PROPERTY)
- **RESIDENTIAL PROPERTY OWNERS** ARE BILLED **BI-MONTHLY** AT \$15.00, OR **ANNUALLY** AT \$90.00.

IF YOU HAVE ANY QUESTIONS CONCERNING FIRE SERVICE PROTECTION FEES YOU MAY CONTACT THE SERVICE FEE BILLING OFFICE AT (304) 624-1634 OR (304) 624-1635.

BUSINESS & OCCUPATION TAX – THE CITY LEVIES A BUSINESS AND OCCUPATION (B&O) TAX BASED ON THE TOTAL GROSS SALES OR GROSS RECEIPTS OF THE BUSINESS ACTIVITY. B&O TAXES ARE TO BE PAID QUARTERLY (ANNUALLY FOR RESIDENTIAL RENTAL ACCOUNTS), ON OR BEFORE THE EXPIRATION OF THIRTY DAYS FROM THE END OF THE TAX PERIOD. B&O TAX RETURN FORMS WILL BE AUTOMATICALLY MAILED TO THE ABOVE BUSINESS MAILING ADDRESS.

TAX CREDIT – A B&O TAX CREDIT IS AVAILABE FOR ELIGIBLE BUSINESSES LOCATING IN THE DOWNTOWN CENTRAL BUSINESS DISTRICT, GLEN ELK #1 AND #2, AND THE BUSINESS TECHNOLOGY CENTER. TAXPAYER MUST MAKE APPLICATION TO RECEIVE CREDIT.

PURCHASE OF EXISTING BUSINESS – IF YOU ARE MAKING APPLICATION FOR A CITY LICENSE TO ASSUME THE OWNERSHIP AND OPERATION OF AN EXISTING BUSINESS FROM THE PREVIOUS OWNER, YOU ARE REQUIRED TO WITHHOLD A SUFFICIENT AMOUNT OF YOUR PURCHASE MONEY UNTIL YOU RECEIVE VERIFICATION FROM THE CITY THAT ALL BUSINESS AND OCCUPATION TAXES DUE THE CITY FROM THE PREVIOUS OWNER HAVE BEEN PAID. YOU WILL BE HELD LIABLE FOR THE TAX DEBT OF THE PREVIOUS OWNER AND YOU MAY ELECT TO PAY THESE TAXES AT THE TIME YOU OBTAIN YOUR LICENSE.

CLOSURE OR SALE OF BUSINESS – YOU ARE REQUIRED TO NOTIFY THE FINANCE DEPARTMENT **IN WRITING**, STATING THE EXACT DATE OF SALE OR CLOSURE, AND FILE YOUR FINAL TAX RETURN WITHIN THIRTY (30) DAYS OF CLOSURE OR SALE OF BUSINESS.

CHANGE IN BUSINESS NAME OR ENTITY OR PARTNERSHIP – IF THE LEGAL BUSINESS ENTITY CHANGES, A NEW LICENSE AND PAYMENT OF THE APPROPRIATE LICENSE FEE IS REQUIRED. IF A PARTNER CHANGES, OR THE NAME OF THE BUSINESS CHANGES, NO NEW LICENSE IS REQUIRED, BUT THE FINANCE DEPARTMENT IS TO BE GIVEN WRITTEN NOTICE.

THE APPLICANT AND/OR BUSINESS HAS READ AND UNDERSTANDS ALL THE INFORMATION PROVIDED IN THIS APPLICATION AND CERTIFIES, SWEARS, AND ATTESTS, BY PLACING HIS/HER SIGNATURE ON THE FRONT OF THIS APPLICATION, THAT ALL THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE OR BELIEF.

MUNICIPAL/CONTRACTOR LICENSE CHECKLIST

☐ **WEST VIRGINIA STATE BUSINESS REGISTRATION CERTIFICATE**

To acquire the State Business Registration Certificate, you may contact the State Office at (304)558-3333, www.wvtax.gov, or at their physical location at 153 West Main Street. Please remit a copy to the Tax & License Office with your Municipal License Application. They may also be reached at (304) 624-0434.

AND/ OR

☐ **WEST VIRGINIA STATE CONTRACTOR LICENSE**

To acquire the State Contractors License you may contact the State Office at (304)558-7890, Labor.wv.gov, or at their physical location at 1900 Kanawha Boulevard East State Capitol Complex- Building 3, Room 200 Charleston, WV 25305.

☐ **MUNICIPAL BUSINESS LICENSE APPLICATION**

☐ **FEES: ANY RETROACTIVE BUSINESS & OCCUPATION TAXES**

\$20 ANNUAL BUSINESS LICENSE FEE or \$75 HANDYMAN BUSINESS LICENSE

- ◆ Your Municipal License Application will also set you up for the business and occupation tax, which is to be paid quarterly.
 - 1st Quarter: January 1 – March 31
 - 2nd Quarter: April 1 – June 30
 - 3rd Quarter: July 1 – September 30
 - 4th Quarter: October 1 – December 31

Business and occupation tax return forms will be sent toward the end of each quarter to the mailing address on your application and are due within 30 days.

- ◆ Your Municipal Business License is to be renewed on or before July 1st of each year. Renewal forms will be sent in early June to the mailing address on your application and are to be paid on or before July 1st.

CODE ENFORCEMENT REQUIREMENTS

(304)624-1633. Their office is located at 222 West Main Street on the second floor.

☐ **CERTIFICATE OF USE AND OCCUPANCY**

An inspection of rental or commercial property.

☐ **MINOR OR MAJOR HOME OCCUPANCY**

This is required when your business operates or physical address is located at a residence in city limits.

☐ **RENTAL REGISTRATION**

Form for rental property owners.

☐ **BUILDING PERMITS**

Required for all construction projects in city limits.

IF YOU TRANSFER YOUR BUSINESS OR CEASE BUSINESS WITHIN THE CITY LIMITS AND WISH TO CLOSE THE ACCOUNT PLEASE CONTACT THE TAX & LICENSE OFFICE TO AVOID ASSESSMENTS AND PENALTIES ON UNREPORTED TAX RETURNS. IF YOU DO NOT CONTACT US TO CLOSE THE ACCOUNT, WE ASSUME THAT YOU ARE STILL CONDUCTING BUSINESS WITHIN CLARKSBURG CITY LIMITS.

IF YOU DO NOT COLLECT ANY GROSS INCOME WITHIN A QUARTER YOU MUST STILL FILE A TAX RETURN TO AVOID ASSESSMENT AND PENALTY. IF NO INCOME IS COLLECTED YOU WILL SIMPLY FILE A ZERO ON THE FORM AND MAIL IT IN.

If at any time you would like assistance in calculating your tax, have any questions, or require any additional information, please feel free to contact **Tax & License Clerk Cherish Dutchess** at (304) 624-1630 or cdutchess@cityofclarksburgwv.com.



Resources



Our Commitment to Your Success

The City of Clarksburg is committed to fostering a thriving business environment where both new ventures and established companies can grow. We understand that choosing where to locate or expand your business is a significant decision, and we're dedicated to making Clarksburg the right choice for you.

Our staff works proactively with businesses of all sizes to identify opportunities, overcome challenges, and create pathways to success. We believe that when our business community thrives, our entire city benefits.

Comprehensive Support and Incentives

Clarksburg offers a variety of local incentive programs designed to facilitate business growth and development. Beyond our local initiatives, we provide dedicated guidance to help you navigate and access valuable state and federal funding opportunities that can further support your business objectives.

Our team serves as your advocate and partner throughout the entire process – from site selection and permitting to workforce development and beyond. We pride ourselves on providing personalized attention to each business, recognizing that your specific needs and goals are unique.

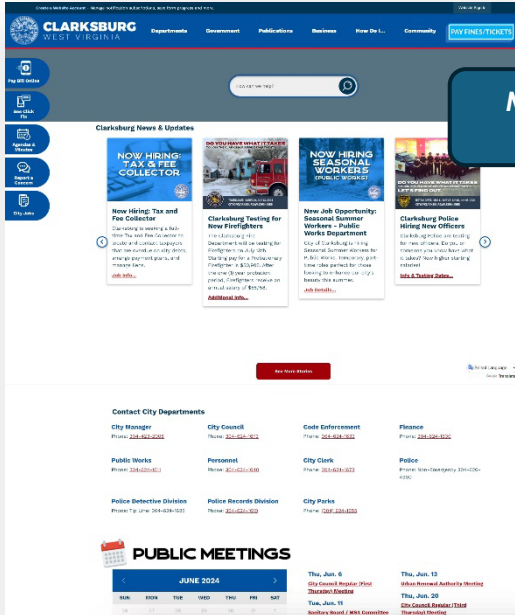
Let's Build Together

We invite you to discover why Clarksburg is an ideal location for your business venture. Our combination of strategic location, supportive business climate, and dedicated economic development resources creates an environment where your business can establish roots and grow.

To learn more about specific incentive programs and how we can support your business goals, please visit our website at:
www.cityofclarksburg.com

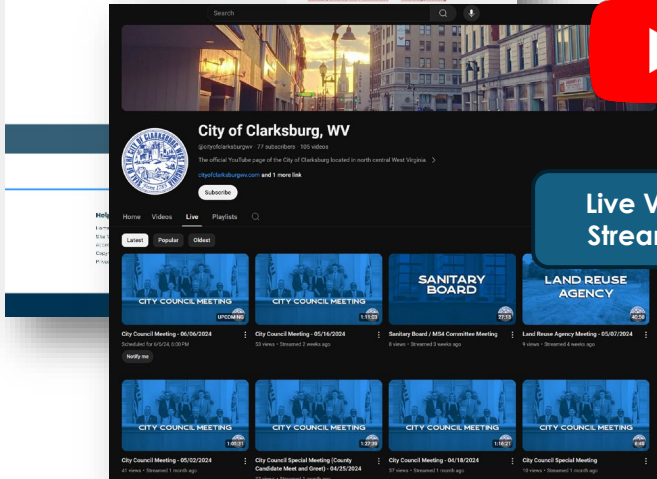
CLARKSBURG CONNECTIONS

- Connecting with citizens of Clarksburg through multiple communication channels:



Municipal Website

Social Media:
Facebook
Instagram
LinkedIn
X/Twitter



Live Video Streaming

222 W. Main St.
Clarksburg, WV 26301
Website: www.cityofclarksburg.com
Email: feedback@cityofclarksburg.com
Phone: 304-427-3025

CITY OF CLARKSBURG
Updates from City Manager, Tiffany Fell



WARMER WEATHER MEANS GRASS IS GROWING!

As warmer weather arrives in Clarksburg, it's time we all start shifting attention to outdoor property maintenance, and so grass starts growing, lawn care. The City of Clarksburg has established regulations that call for Property Maintenance Standards and Ordinance to encourage protection to be kept in good condition.

According to these regulations, all properties must be free from weeds or plants growing exceeding 6 inches above ground level. This includes regular mowing of lawns and maintaining well-kept gardens with the specified height limit. Failure to comply may result in penalties including prosecution or the city taking action to remedy the violations, with costs being billed to the property owner.

Additionally, vacant structures have specific criteria for exterior maintenance, including regular mowing and the prohibition of various weeds. Owners of vacant properties must ensure compliance with these standards or be subject to enforcement action.

If you have received a notice of violation and



are the property owner, you have five days to correct the violation. After five days, the city will issue a work order to the Public Works Department and they will schedule a time to address the violation and bill the cost of the work to the property owner. Therefore, it is crucial for property owners to promptly address any notice of violation and ensure their respective area well-maintained.

If you have any questions about the city's ordinances or the Property Maintenance Standards, please reach out to the Code Enforcement Department at 301-621-1633. To contribute to a cleaner, safer, and more attractive community for all in Clarksburg, let's work together to keep our city beautiful and vibrant as we embrace the warmer seasons ahead.

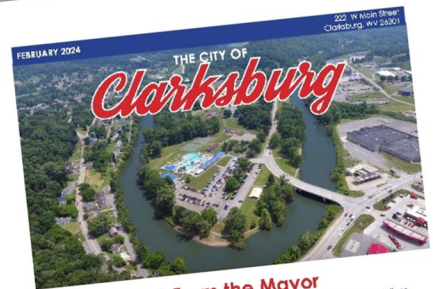
STAY CONNECTED

- Next City Council Meeting: Thurs, Mar 21 @ 6PM
- Download the latest City News letter and sign up for email notifications on the city website.

IT'S HAPPENING IN CLARKSBURG:

- Turn to Stone: A Tribute to ELO - Fri, Mar 13, 7PM - 8 Robinson Grand PAC
- Jay and the Americans with Special Guest Chris Ruggiero - Sun, Mar 17, 4PM @ Robinson Grand PAC
- The Piano Men: The Ultimate Tribute to Billy Joel and Elton John - Fri, Mar 22, 7:30PM @ Robinson Grand PAC
- Born & Bred Concert Series - Sat, Mar 23, 7PM @ Robinson Grand PAC
- TAKES - Thur, Mar 28, 7PM @ Robinson Grand PAC
- Rend Collective - Robinson Grand
- First Fridays Bow (4:30PM-6PM) - 8

Bi-monthly Newspaper Feature



IN THIS ISSUE

Spring is Coming!
From the Code Enforcement Department
Looking in the 'Burg a Little Closer
The Major Repair on W. Main St.
Local Business Updates
City Board Vacancies
From the Clarksburg Police Department
It's Happening in Clarksburg

From the Mayor

Welcome to the City of Clarksburg newsletter! We are excited to have this dialogue with you and participate in our community's growth and development. One of the top priorities for our Council is to strengthen the lines of communication between our residents and Council. City residents and Council. City residents and Council. City residents and Council.



Monthly Newsletter

Business Utility Resources



Trash

Waste Management

Website: www.wm.com/us/en/location/wv/clarksburg

Phone: 304-842-9010

Clarksburg Sanitation

Website: www.cityofclarksburgwv.com/193/Public-Works

Phone: 304-624-8811

Electric

Dominion Energy

Website: www.dominionenergy.com

Phone: 1-800-541-3541

Water

Clarksburg Water Board

Website: www.clarksburgwater.com

Phone: 304-624-8811

Gas

Dominion Energy

Website: www.dominionenergy.com

Phone: 1-800-541-3541

Public Safety Offices

Clarksburg Police Department: 304-624-5555

Clarksburg Fire Department: 304-624-8844

Harrison County Sheriff's Department: 304-624-5555

In case of an emergency, DIAL 911.

Economic Development Agencies



Harrison County Economic Development Corp

Website: www.harrisonedc.com

Phone: 304-624-8866

West Virginia Department of Economic Development

Website: www.westvirginia.gov

Phone: 304-558-2234

Clarksburg Chamber of Commerce

Website: www.uschamber.com/co/chambers/west-virginia/clarksburg

Phone: 304-623-4261

Small Business Administration (SBA)

Website: www.sba.gov

Phone: 1-800-827-5622

West Virginia Small Business Development Center (WVSBDC)

Website: www.wvsbdc.com

Phone: 1-800-646-3987

West Virginia Department of Commerce

Website: www.commerce.wv.gov/

Phone: 304-558-2200

U.S. Department of Commerce

Website: www.commerce.gov

Phone: 1-800-799-7332

U.S. Department of Labor

Website: www.dol.gov

Phone: 1-866-487-9243



Incentives



Tax Credits

Business & Occupation Tax Credit

The City offers a 3 year tax credit to new businesses located in designated located in designated areas of the City. These areas include Downtown Clarksburg, Glen Elk, and the Business and Technology Center. Areas of the City zoned Industrial (I-2) and professional services businesses are eligible for a 2 year tax credit. The amount of the 3 year tax credit is 100% of the tax due in the first year of operation, 75% of the tax due in the second year of operation, and 50% of the tax due in the third year of operation. For Professional Service Businesses and businesses located in Industrial zones, the tax credit is offered for only a 2 year period, 50% in year one, and 25% in year two.

New Businesses

New businesses are required to submit a [Tax Credit Application and an Owner's Affidavit \(PDF\)](#) to certify and attest that they will comply with the terms and provisions of the program as established by the Director of Finance.

Central Business District 10-year B&O Tax Waiver Program

Any retail business that has begun operations after May 1, 2023, has not previously operated the business in the Central Business District, and is located in a previously vacant, condemned, structure or former professional office-building is eligible for a 10-year Business and Occupation tax waiver. This waiver is directly tied to municipal sales tax replacement revenues, with most businesses receiving this waiver being engaged in the sale of personal property or services which are subject to a sales/use tax in the State of West Virginia.

Ten Year Program

- First 5-years, 100% City of Clarksburg Business and Occupation tax waiver.
- Next 5-years: 50% City of Clarksburg Business and Occupation tax waiver.



General B&O Tax Credit

General B&O Tax Credit

The City of Clarksburg's General B&O Tax Incentive program can save new, expanding, and annexed businesses tax money for up to three years.

How It Works

To be eligible for the tax credit, a business must open after July 18, 1996 in selected areas of the City, and expand or annex an existing business anywhere in Clarksburg after the same date. New businesses, if qualified, will receive a B and O Tax credit for a percentage of the upcoming three years gross receipts according to Table 1. Expanding businesses, if qualified, will receive the listed percentage of the incremental difference between gross receipts of the year prior to, and the three years following the business expansion.

For instance, a business making \$10,000 per year in the Central Business District expands, and applies for the City's tax credit program. The business then makes \$50,000 per year for the next three years. For the first year after expansion, the business would only have to pay B and O Tax on \$10,000 (100% credit on the difference between year before expansion and first year after expansion). The second year's B and O Tax would be on \$20,000 (75% credit on the difference between year before expansion and second year after expansion), and B and O Tax in the third year would be on \$30,000 (50% credit on the difference between year prior to expansion and third year after expansion).

Investment Amounts

Some new and all expanding businesses need to meet minimum qualified investment amounts to be eligible for the credit. Different areas of the City will provide different tax credits over three years, and need different levels of investment to receive the tax credits.

Qualified Investment Needed For New Businesses

As seen in Table 1, new businesses in the Central Business District (CBD), Glen Elk Number 1, Glen Elk Number 2, and the Montpelier Addition do not need to meet a minimum qualified investment amount.

New businesses locating in the Business and Technology Center and Industrial (I-2) areas will need to invest a minimum of \$225,000 and create a minimum number of jobs. Fifteen jobs for businesses in the Business and Technology Center and five jobs for businesses in I-2 industrial areas.



General B&O Tax Credit (cont..)

Qualified Investment Needed For Expanding Businesses

- Business expansion can consist of increasing inventory, purchasing real property to enlarge, or renovating and modernizing business property (all except exteriors).
- The amount of qualified investment needed to receive the tax incentive is different for different areas of the City.
- In the Central Business District, Glen Elk Number 1, and Montpelier Addition the qualified investment needed is at least \$10,000.
- In Glen Elk Number 2 an investment of at least \$100,000 and the creation of five new jobs is needed.
- Businesses in the Business and Technology Center must expand by creating ten additional full-time jobs to be eligible for the credit.
- Businesses in the rest of the city can take advantage of this tax incentive program by making an investment of at least \$100,000 toward business expansion.

Maximum Tax Credit

New and expanding businesses in the CBD, Glen Elk Number 1, Glen Elk Number 2, and Montpelier areas of the City will be able to get B and O Tax credits for up to a maximum of \$50,000 over the three year program.

New and expanding businesses locating in the Business and Technology Center will be able to get \$100,000 in tax credits over the three year program. Also, any expanding business in the Clarksburg City limits (outside of the above highlighted areas), that qualifies for the tax credit, will get up to a maximum of \$100,000 over the three year program. Annexed businesses can receive a maximum of \$100,000 in tax credits over the upcoming three year period.

Fire / Flood Damage

A special one year, one time tax credit is offered to businesses damaged by fire or flood where the damage is greater than 50% of the fair market value of the real and personal property of the business. If the business elects to reopen, the credit is equal to 50% of the B and O Taxes owed for each quarter in the first year after the business is reopened.

Eligible Businesses

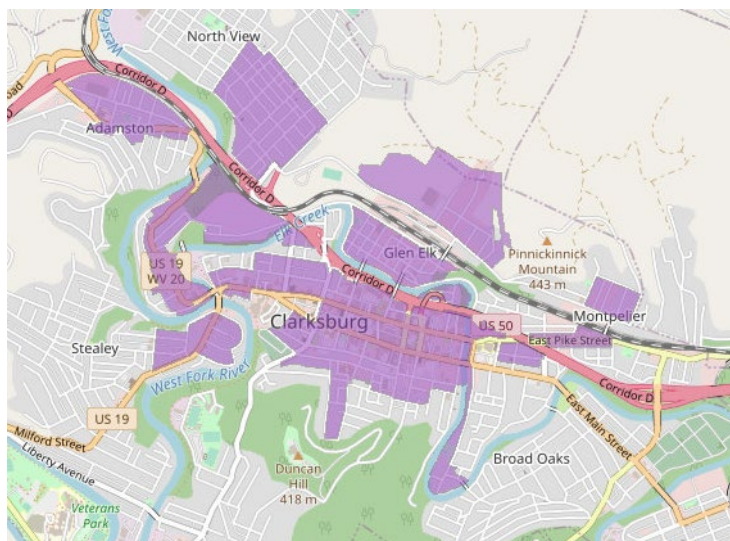
- No application for a tax credit will be considered and no credit will be otherwise granted to any business who, at the time the application is submitted, is delinquent in the payment of City Business and Occupation Taxes. Home-based businesses, financial institutions, public utilities, the local cable company, and owners of residential rental property, including multi-family apartment units, are excluded from this credit program.



Clarksburg TIF District

The Downtown Revitalization TIF District includes parts of various neighborhoods including the Central Business District, Glen Elk District, and portions of Northview and Adamston, as well as adjacent residential and commercial properties. The purpose of the TIF District would be to eliminate blight in an aging portion of the City.

The boundary for the TIF District begins at Pride Avenue in North View as the farthest north point; the end of Adams Avenue in Adamston as the farthest west point, the end of Monticello Avenue in Downtown, as the farthest south point and the end of Ohio Avenue in Montpelier as the farthest east point. The primary intersection streets throughout the entire district are: North 13th Street, West Pike Street, Milford Street, West Main Street, North 4th Street Bridge, Clark Street Bridge, Ohio Avenue and North Florence Street.





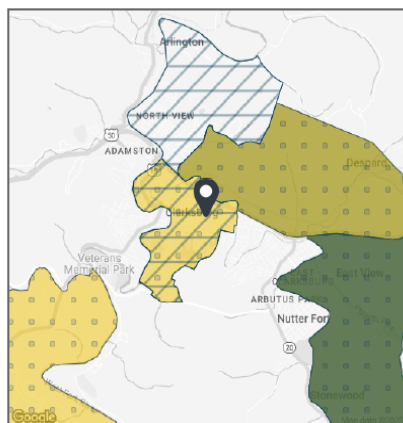
Clarksburg HUBZone

The City of Clarksburg has a large area that has been designated as SBA's HUBZone program eligible. The HUBZone program supports small business growth in historically underutilized business zones with a goal of awarding at least 3% of federal contract dollars to HUBZone-certified companies each year.

For more information on HUBZone certification and the HUBZone program eligibility in the Clarksburg area, please visit: <https://www.sba.gov/partners/contracting-officials/contracting-program-administration/hubzone-administration>

HUBZone Qualification Report

[View on HUBZone Map](#)



W Main St, Clarksburg, WV 26301, USA

39.279750°, -80.341352°



Qualified HUBZone

until Jul 01, 2028



Redesignated Census Tract

Expires Jul 01, 2026



Census Tract Disaster Area

Expires Jul 01, 2028

Designation Details

Redesignated Census Tract

Tract ID:	54033030100
County:	Harrison County
State:	WV

Census Tract Disaster Area

Disaster Name:	Severe Storms, Flooding, Landslides, and Mudslides
Disaster Declaration:	2024-01-30 00:00:00
Disaster Designation:	2024-01-30 00:00:00
Disaster Publish:	2024-02-01
Tract ID:	54033030100
County:	Harrison County
State:	WV

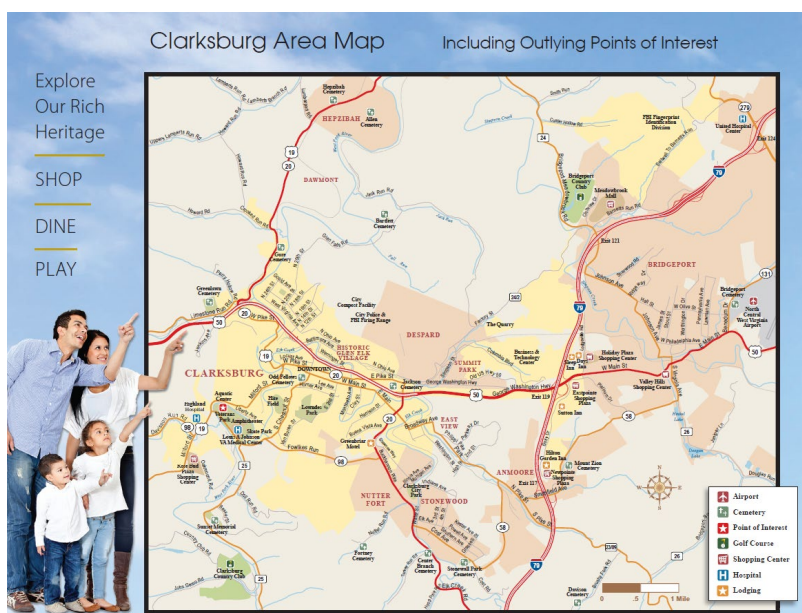


Property Information

Trying to find the right place is difficult! The City of Clarksburg is committed to expanding our economic base, including providing information to prospective residents and businesses on properties that are available and those that would benefit from development. This information is frequently updated and subject to change.

Further information is available at:

<https://www.cityofclarksburgwv.com/348/Property-Information>



Land Reuse Agency (LRA)

Overview

The Clarksburg Land Reuse Agency (Clarksburg LRA) promotes the productive use of property by identifying available properties suitable for public space, housing, commercial uses, industrial uses, or for general preservation, and pursuing the acquisition, management, inventory, and disposition of those properties according to the priorities established by ordinance



Urban Renewal Authority (URA)

Overview

The Urban Renewal Authority (URA) is a commission of the City that buys and sells property for development purposes. The URA is able to reinvest profits made on development projects into other economic development programs.

Regular Meetings

- 2nd Thursday of every month at 8:15 AM

Programs

Façade Improvement Grant

- [Facade Grant Program Guidelines](#)
- [Facade Grant Application \(PDF\)](#)

Interest Subsidy Loan Program

- [Interest Subsidy Loan Program](#)

Side-Lot Program

- [Side Lot Program Application](#)
- [Side Lot Program Guidelines](#)

General Redevelopment Program

- [General Redevelopment Program Application](#)
- [General Redevelopment Program Guidelines](#)

Additional URA Resources

- [Urban Renewal Authority Bylaws \(PDF\)](#)
- [Resolution Establishing the Clarksburg Urban Renewal Authority \(PDF\)](#)
- [Current Redevelopment Plan \(PDF\)](#)
- [Current Façade Improvement Grant Program Guidelines \(PDF\)](#)
- [Current Harrison County Economic Alliance Loan Program Resolutions \(PDF\)](#)