



City On The Rise

CITY OF WESTOVER



All Your Needs Met In One City

Shopping ,Hotels ,Restaurants

Auto Dealers

Parks

Urgent Care

**CITY OF WESTOVER
500 DUPONT ROAD
WESTOVER,WV 26501**

**SUCCESS
STARTS HERE**

Phone: [304]-296-6860

WELCOME

As Mayor of Westover, it is my pleasure to welcome you to the CITY ON THE RISE.

To assist you in becoming better acquainted with our area and to ensure you have the business resources you need, we are providing this brief booklet that contains filing forms and information on our local government and a local contact directory.

What has made, and continues to make, Westover so attractive is its proximity to everything the area has to offer. From business services, to shopping, to world-class entertainment, to interstate highways, we have it all.

Our success lies in the fact that each of the individual cities and towns that comprise our Metropolitan Statistical Area appreciate that when one succeeds we all succeed. This cooperative nature is what makes us so appealing to businesses like yours and why the area continues to grow at unprecedented rates. Of course, our growth is also why we're known as "The City on the Rise".

You are in good company because your business will be included with some of the most popular, successful businesses anywhere. From the Morgantown Mall (which by the way is located in Westover), with all of its Department Stores and Anchors, AMC Theater, JC Penney, Burke's, Dunham's (map and list attached), the Gateway, which is home to Triple S Harley Davidson, Hobby Lobby, The Greene Turtle, etc. and two major Hotels, to the WestRidge, which is home to Menards, Bass Pro, Kohl's, Ross, Burlington and Texas Road House, just to mention a few, to the local business in Westover Commons such as Big Lots, McDonalds, Taco Bell and Colasante's, you will be included with the best that any city has to offer.

Again, welcome to Westover, The City on the Rise. If you need anything please don't hesitate to give us a call at 304-296-6860, we are here to help.

Good Luck with your new business and much success.

Robert A. Lucci
Mayor

WESTOVER PARTNERS

CITY HALL CONTACT INFORMATION:

City of Westover
500 Dupont Road
Westover, WV 26501
Phone: 304-296-6860 Fax: 304-286-6582
sweis@westoverwv.gov
cityofwestover@comcast.net

City Hall Extensions:

Mayor Robert A. Lucci	108
Sandra Weis, City Clerk/Treasurer	103
Karen Mason, Accountant	107
Kellie Sheridan, DMCC (Court Clerk)	111
Jason Stinespring, Director Public Works	104
Christa Minor, Billing Clerk	105
Jennifer Hunt, Administrative Asst.	112
Tammy Baldwin, Code Enforcement	106
William Kennedy, Code Enforcement	117

Tim Stranko, City Attorney 304-288-7538

CITY COUNCIL MEMBERS:

Mayor	Robert A. Lucci
At-Large	Randy Barnett
At-Large	Mark Gall
At-Large	Duane Tatar
First Ward	Charles (Alli) Jackson
Second Ward	Jeffrey Friend
Third Ward	Shawna Cross

Joseph Adams, Chief	113
Scott Carl, Deputy Chief	109
Lt. John Morgan	115
Lt. Shaun Hilling	101
Lt. Zachary Fescko	114
Police Clerk	110
Police Department	304-296-6576
Fire Department	304-296-0840
MECCA (Monongalia Emergency Centralized Communication Agency)	
Non-Emergency	304-599-6382

CALL 911 FOR ALL EMERGENCIES

CITY OF WESTOVER'S WEB PAGE www.westoverwv.org

Current information including copies of Agenda's and City Council Minutes can be obtained on our webpage. Business forms, and notices of special events or delays will be posted on our webpage as well.

Please contact City Hall with any questions or concerns that you may have concerning your business including taxes both Sales Tax and Business and Occupational Taxes. Your tax specialists are Christa and Jennifer at 304-296-6860, and are available Monday through Fridays from 8:00 AM until 4:30 PM. If our office hours are not convenient for you, please contact Sandie Weis at the same number for an appointment.

Area Business Partners

Utilities

Morgantown Utility Board

(water and sewer services)
(304) 292-8443
<http://www.mub.org>

First Energy (Mon Power)

(800) 686-0022
<https://www.firstenergycorp.com>

Comcast

(855) 295-7655
<https://business.comcast.com>

Fibernet

(866) 787-2637
<http://www.fibernet.com/>

Dominion Gas

(800) 688-4673
<https://www.dom.com/>

Westside Telecom

(304) 983-2211
<http://www.westsidetelecommunications.net/>

Resources

Morgantown Area Chamber of Commerce

(304) 292-3311
<http://www.morgantownchamber.org/>

Greater Morgantown Convention & Visitors Bureau

Toll Free: (800) 458-7373
Local: (304) 292-5081
<http://www.tourmorgantown.com/>

Board of Parks and Recreation (BOPARC)

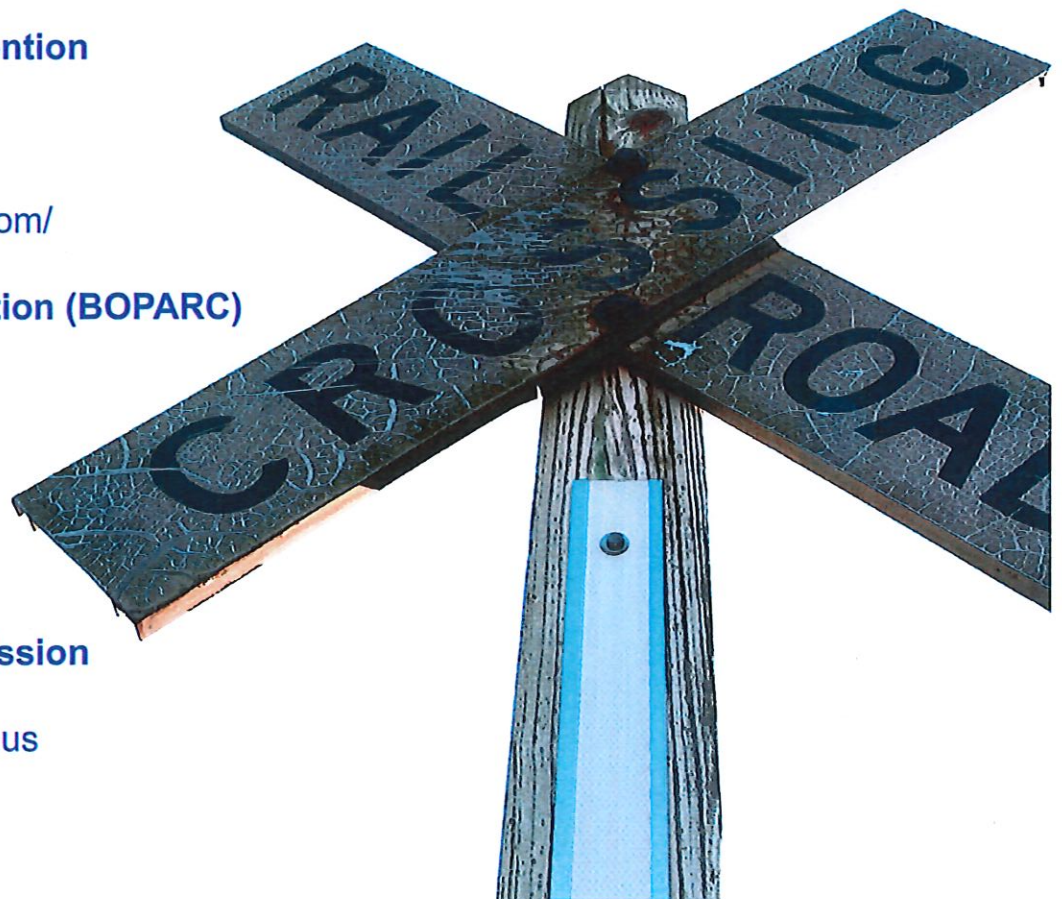
(304) 296-8356
<http://www.boparc.org/>

West Virginia University

(304) 293-0111
<http://www.wvu.edu/>

Monongalia County Commission

(304) 241-7281
<http://www.co.monongalia.wv.us>



OFFICE OF THE TREASURER/CITY CLERK

Dear Business Owner:

I am happy to welcome you into our City. We are dedicated to supporting and promoting all of our City Businesses, and look forward to your full participation in City Government.

In accordance with West Virginia Law, the City of Westover has enacted a license fee in Article 753, which states that any and all businesses within the City limits must hold a Westover City Business License. Additionally, a business and occupation tax in Article 757 states that every business in the city must remit to the City on a quarterly basis a business and occupation tax return and payment. For example, if your business is considered retail sales, your tax rate is 50 cents on every \$100 dollars of gross sales. On July 1, 2024, the City also initiated a 1% Sales Tax, which is charged in conjunction with the 6% already in place for the State of West Virginia. This additional 1% tax is filed with the State tax of 6%, which is all submitted to the State either on a monthly, quarterly or yearly basis, depending on your revenue, after which time the State will remit to the City our portion of the taxes. The money collected from the license fees and taxes supports municipal operations, including public works, public safety and recreation.

You must apply for your City License immediately because you cannot operate a business, even temporarily, within City limits without a license.

Please review, complete and return the enclosed forms as indicated. As always, we are here to serve you so please feel free to contact me with any questions that you may have.

Sandra Weis
Treasurer/City Clerk

BUSINESS START UP IN WESTOVER

The steps below are meant to provide you with information and resources required to operate a business within the City of Westover. Additional assistance in starting a business can be found via the “West Virginia Guide to Business Start-Up” published by the West Virginia Secretary of State’s Office. The publication is available at <http://www.sos.wv.gov/business-licensing>.

If you need assistance or have questions, please do not hesitate to give us a call at 304-296-6860.

All forms are available via www.westoverwv.org.

- STEP 1** COMPLETE THE WESTOVER BUSINESS REGISTRATION FORM, GOOD CONTACT INFORMATION IS KEY TO COMMUNICATION, ESPECIALLY IF YOU HAVE A CORPORATE OFFICE.
- STEP 2** APPLY FOR A CITY BUSINESS LICENSE (A copy of your State Business License is required to process a City License). Fees vary depending on your classification.
- STEP 3** CONTRACTORS must apply for a City Contractor’s License (A copy of your State Contractor’s License is required to process your City License). Contractors License fees are \$90 per Fiscal Year.
- STEP 4** MAKE SURE THAT YOUR SYSTEM HAS BEEN PROGRAMED TO CHARGE 7% SALES TAX (6% FOR THE STATE AND 1% FOR THE CITY OF WESTOVER). WHEN YOU SUBMITT THE 7% SALES TAX TO THE STATE, BE SURE TO ADVISE THAT THE 1% IS FOR THE MUNICIPALITY OF WESTOVER.
- STEP 5** COMPLETE THE WESTOVER BUSINESS AND OCCUPATION (GROSS SALES) TAX RETURN.
PLEASE NOTE: This tax must be remitted to the city on a quarterly basis in accordance with the following schedule:
--1st QUARTER (July, August, September)
--2nd QUARTER (October, November, December)
--3rd QUARTER (January, February, March)
--4th QUARTER (April, May, June)
- STEP 6** COMPLETE THE EMERGENCY CONTACT INFORMATION FORM FOR THE MONONGALIA EMERGENCY CENTRALIZED COMMUNICATIONS AGENCY MECCA 911.

TURN IN ALL OF THE FORMS MENTIONED TO CITY HALL BEFORE YOU OPEN YOUR BUSINESS!
YOU CANNOT OPERATE A BUSINESS WITHIN THE CITY OF WESTOVER WITHOUT A LICENSE.

ALL FORMS ARE AVAILABLE VIA THE BUSINESS SECTION OF [westoverwv.org](http://www.westoverwv.org).

THE CITY OF WESTOVER 500 DUPONT ROAD
WESTOVER, WV 26501
PHONE: 304-296-6860 FAX: 304-296-6582

BUSINESS REGISTRATION FORM

DATE: _____

NAME OF BUSINESS: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____

BUSINESS DESCRIPTION OR PURPOSE:

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

HOME/CELL #: _____

WILL YOU NEED GARBAGE SERVICE FROM THE CITY, WHICH INCLUDES UP TO SIX 32 GALLON CANS, ONE PICK UP PER WEEK @ \$200 PER YEAR? YES _____ NO _____
(ADDITIONAL PICK-UPS PER WEEK ARE AVAILABLE @ \$200 PER YEAR)

10/1/10

CITY OF WESTOVER
BUSINESS LICENSE APPLICATION

Fiscal Year Ending, June 30, 20__

No. of Employees this location: _____

Check Applicable Business Type

YEARLY

<input type="checkbox"/>	GENERAL STORE	\$15
<input type="checkbox"/>	CLASS A & B: RETAIL INTOXICATING LIQUOR	\$1,000
<input type="checkbox"/>	NONINTOXICATING BEER - Class A&B, Retail, Restaurants, Bars, Grocery	\$150
<input type="checkbox"/>	DISTRIBUTOR - PRIVATE LIQUOR CLUBS	\$1,000
<input type="checkbox"/>	Fraternal/Veterans Organizations	\$375
<input type="checkbox"/>	Club Having Less than 1,000 Members	\$500
<input type="checkbox"/>	WINE RETAILER (GROCER)	\$150
<input type="checkbox"/>	ATTORNEY	\$5
<input type="checkbox"/>	AUCTIONEER	\$15
<input type="checkbox"/>	BARBER, BEAUTICIAN, MANICURIST	\$25
<input type="checkbox"/>	CHIROPRACTOR	\$100
<input type="checkbox"/>	COLLECTION AGENCY	\$100
<input type="checkbox"/>	DENTIST	\$20
<input type="checkbox"/>	DENTAL CORPORATION	\$50
<input type="checkbox"/>	EMPLOYMENT AGENCY	\$200
<input type="checkbox"/>	ENGINEER	\$30
<input type="checkbox"/>	FORTUNE TELLER, PALMIST, MEDIUM	\$200
<input type="checkbox"/>	FUNERAL ESTABLISHMENT	\$75
<input type="checkbox"/>	HEARING AID DEALER	\$40
<input type="checkbox"/>	INSURANCE AGENT/BROKER	\$25
<input type="checkbox"/>	INSURANCE COMPANY	\$50
<input type="checkbox"/>	LANDSCAPER	\$50
<input type="checkbox"/>	MEDICAL CORPORATION	\$300
<input type="checkbox"/>	PAWNBROKER	\$100
<input type="checkbox"/>	PHYSICAL THERAPIST	\$35
<input type="checkbox"/>	REAL ESTATE AGENT	\$25
<input type="checkbox"/>	REAL ESTATE BROKER	\$50
<input type="checkbox"/>	BILLIARD TABLES: FIRST \$25, ADD \$15 EA. ADDITIONAL	-----
<input type="checkbox"/>	LAUNDROMAT/CARWASH 1-5 DEVICES 6-9 ADD \$3 EA, 10 OR MORE \$30	\$15
<input type="checkbox"/>	NOT LISTED SEE CITY HALL FOR RATE	-----
	TOTAL AMOUNT REMITTED	

Any business not listed please inquire at City Hall. Failure to secure a new license before August 1st 1 make you liable to punishment for operating without a license and subject to a maximum penalty of per day after notification by the City Clerk.

Date: _____ NAME OF BUSINESS: _____

PHYSICAL ADDRESS: _____ PHONE: _____

OWNER'S ADDRESS: _____ PHONE: _____

City of Westover
500 Dupont Road
Westover, WV 26501
Phone: 304-296-6860
FAX: 304-296-6582

INDICATE QUARTER PAYING
() 1st QUARTER (Jul, Aug., Sep.)
() 2nd QUARTER (Oct., Nov., Dec.)
() 3rd QUARTER (Jan., Feb., Mar)
() 4th QUARTER (Apr, May, Jun)

YEAR: _____

BUSINESS AND OCCUPATION (GROSS SALES) TAX RETURN

BUSINESS NAME; _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

FEIN#: _____

CONTRACTOR'S WORK LOCATION: _____

LANDLORD'S RENTAL ADDRESS: _____

COMPUTATION OF BUSINESS & OCCUPATION TAX (SEE INSTRUCTION SHEET)

BUSINESS CLASSIFICATIONS	GROSS SALES AMOUNT	RATES MULTIPLIER	TAX DUE
Companies Gas Utility		\$3.00 { X .0300 }	\$
Retailers, Restaurants		\$0.50 { X.0050 }	\$
Electric, Power Company		\$4.00 { X.0400 }	\$
Contracting		\$2.00 { X .0200 }	\$
Service and All Other		\$0.75 {X.0075 }	\$
Rents, Royalties or Fees		\$1.00 { X .0100 }	\$
Banking and Other Financial		\$0.50 { X .0050 }	\$

Add Penalty: 5% or \$10.00, whichever is greater for the 1st month late filing. \$

Add penalty: 5% for each additional quarter late on net amount of tax due. \$

TOTAL TAX, PENALTY AND INTEREST DUE \$

Under penalty of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct and complete.

NAME AND TITLE OF OFFICER EXECUTING RETURN:

NAME OF OFFICER: _____ TITLE: _____ DATE: _____

SIGNATURE OF OFFICER: _____

PERSON TO CONTACT CONCERNING RETURN: _____

TELEPHONE NUMBER: _____

**FORM IS NOT PROPERLY FILED UNLESS ALL SCHEDULES ARE COMPLETE
MUNICIPAL CODE ART. 757-BUSINESS & OCCUPATIONAL TAX**

Revised Date 7/01/2024

BUSINESS AND OCCUPATION TAX RETURN INSTRUCTIONS

1. Determine your Business Classification(s) and corresponding rate(s) from the table.
2. Determine your B&O total gross sales amount for each of the classifications and enter it in the appropriate box.
Gross sales is the total revenue received before any deductions or allowances.
3. Determine your taxes due by multiplying the gross sales amount by the rate multiplier. Example: \$10,000 in retail gross sales multiplied by the rate multiplier of .0050 equals a B&O tax due of \$50.
4. To avoid delinquent notices and tax assessments, indicate on the return if no reportable activity (\$0.00 gross sales) occurred during the filing period and return by the due date.
5. Sign the return.
6. DUE DATE: All returns are due 30 days after the end of the applicable filing period. QUARTER END DATES:
 - March 31
 - June 30
 - September 30
 - December 31
7. If your return is received after the due date, you will be sent a letter for penalties and interest due.
8. Mail payments to: City of Westover, 500 Dupont Road, Westover, WV 26501.
9. If you have any questions, please contact a City Representative at {304} 296-6860.

OUR OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 8:00 AM TO 4:30 PM, EXCEPT HOLIDAYS

**MONONGALIA COUNTY HOMELAND SECURITY
EMERGENCY MANAGEMENT AGENCY & MECCA 9-1-1**

MECCA 9-1-1 Business Information

Business

Name: _____

Address: _____

Phone: _____

Key Holder(s)

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Alarm Company

Name: _____ Phone#: _____