BUILDING DEPARTMENT

Building Commissioner’s Office, 915 Quarrier Street, Suite 5, Charleston, WV 25301

 (304) 348-6833

June 1, 2021

To whom it may concern:

Due to a change in State law, the City of Charleston Building Commission will not be issuing City Contractor’s Licenses for the Fiscal Year of July 1, 2021 to June 30, 2022, or going forward. To obtain a building permit, proof of your active State of West Virginia contractor’s license will be required by providing either a copy of your State contractor’s license, or your license number.

Although a City contractor’s license is no longer required, if you are doing business in the City of Charleston, you must register as a Business with the City Collector’s Office and remit Business and Occupation taxes. If you are no longer doing business in the City of Charleston, sign and return the following statement to the address listed below:

I AM NO LONGER CONDUCTING BUSINESS in the City of Charleston, WV. The last day business was conducted in Charleston was on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please close my Business Registration Account with the City Collector’s Office.

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

Signature of Authorized Representative

Mail to:

City of Charleston / Building Department

915 Quarrier St. Suite 5

Charleston WV 25301

No further information is required.