

**How to start your
business:**

Preliminary
Questionnaire

Zoning Officer

Building & Electrical
Inspectors

Fire Inspector

Police Chief &
Health Inspector

Final Inspection

CONTACT US

Finance Dept.
1500 Chapline St., Rm. 115
Wheeling, WV 26003
304-234-3653
www.wheelingwv.gov



CITY OF
Wheeling
WEST VIRGINIA

Getting a
Business
License

*Procedures for the
City of Wheeling*



The following steps required to receive a City of Wheeling Business License. It's our intent to make this process as easy as possible. This brochure will walk you through the required procedures to get your business going.

1 PRELIMINARY QUESTIONNAIRE

Complete the business license assessment sheet & preliminary questionnaire. These documents, that can be obtained from the Finance Office or online, will assist our staff in preparing your new business for operation.

2 ZONING OFFICER

The City of Wheeling Zoning Officer is located in the City-County Building. The Zoning Officer is required to make sure your business is located in the proper zone, has adequate parking and code-compliant signs. If you are applying for an alcohol license, your application will have to be approved by City Council. The Zoning Officer will assist you in the process.

3 BUILDING & ELECTRICAL INSPECTORS

Depending on your questionnaire results, you may be directed back to the Finance Office. However, if the business requires construction, your next step will be scheduling an appointment with the City of Wheeling Building Inspector. Schedule by calling 304-234-3601. You can also schedule an appointment with an Electrical Inspector by calling the same number. The Electrical Inspector will visit the site to assess current electrical layout and/or any electrical upgrades that are needed.

THE BUSINESS LICENSING PROCESS

IMPORTANT INFORMATION

Finance Office: 304-234-3653
Room 115

Zoning Officer: 304-234-3702
Room 308

Building Inspector: 304-234-3601
Room 308

Electrical Inspector: 304-234-3725
Room 308

Fire Inspector: 304-234-3726
Headquarters

Health Inspector: 304-234-3682
Room 106

Police Chief: 304-234-3708
Room 100

FOR FORMS & ADDITIONAL INFO:

**WWW.WHEELINGWV.GOV
/BUSINESSLICENSE**

4 FIRE INSPECTOR

The fire inspector will also need to inspect the site. The inspector will ensure that your building meets the City Fire Code.

5 HEALTH INSPECTOR

This is for food-oriented establishments. The inspector will check to see that your building meets State of West Virginia health codes for restaurants.

6 POLICE CHIEF

This is if your business serves alcohol. The Police Department will conduct the proper background checks required prior to the opening of a new establishment that serves alcohol.

7 FINAL INSPECTION

After approval from all parties above, a final walk-through of your business will need to take place by the Building, Electrical, & Fire Inspectors. This should be scheduled with the Finance Department by calling 304-234-3653. Final inspections for new businesses take place on Thursday mornings. Once signatures have been obtained, return the complete form to the Finance Office in room 115.