## City of Wheeling - Finance Department (Room 115)

## **New Business License Assessment**

**BUSINESS INFORMATION** 

| 1     | THE CITY OF |  |
|-------|-------------|--|
| NO TH |             |  |
| S.    |             |  |
| K     | VIRGINIA    |  |

| Business Address:<br>Applicant Name:<br>Applicant Address:<br>Phone:<br>Email:<br>Property Owner Name:<br>Property Owner Phone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                               |                                                                                               |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--|--|--|
| Applicant Name:       Applicant Address:         Applicant Address:       Phone:         Email:       Email:         Property Owner Name:       Property Owner Name:         Image: Does your business provide off-street (private) parking?       Property Owner Name:         Image: Does your business provide off-street (private) parking?       Property Owner Name:         Image: Does your business provide off-street (private) parking?       Property Owner Name:         Image: Does your business provide off-street (private) parking?       Property Owner Name:         Image: Does your business provide off-street (private) parking?       Property Owner Name:         Image: Does your business required to obtain ABCA licensing? (alcohol)       Property Owner Phone:         Image: Does the occupied space meet the City of Wheeling plumbing code requirements?       Property Owner Phone:         Image: Does the occupied space meet the City of Wheeling building code for non-structural requirements?       Property Owner Phone:         Image: Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?       Property Owner Phone:         Image: Does the occupied space meet the National Electrical Code (NFPA 70) requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Business Name:                                                |                                                                                               |  |  |  |
| Applicant Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Business Address:                                             |                                                                                               |  |  |  |
| Phone:       Image: Content of the proposed bype of occupancy?         Property Owner Name:       Property Owner Name:         Property Owner Phone:       Image: Content of the proposed bype of cocupancy?         Image: Content of the proposed bype of the proposed bype of occupancy?       Image: Content of the proposed bype of cocupancy?         Image: Content of the proposed bype of occupancy?       Image: Content of the proposed bype of occupancy?         Image: Content of the proposed type of occupancy?         Image: Content of the content of t                                                                                                                                                                                                          | Applicant Name:                                               |                                                                                               |  |  |  |
| Email:       Image: Constraint of the proposed business provide off-street (private) parking?         Image: Constraint of the proposed business provide off-street (private) parking?         Image: Constraint of the proposed business provide off-street (private) parking?         Image: Constraint of the proposed type of occupancy?         Image: Constraint of the proposed business park of constraint of the proposed type of occupancy?         Image: Constraint of the proposed business park of constraint of the proposed business park of constraint of constra                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Applicant Address:                                            |                                                                                               |  |  |  |
| Property Owner Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Phone:                                                        |                                                                                               |  |  |  |
| Property Owner Phone:         YES NO UNSURE         Image: Does your business provide off-street (private) parking?         Image: Does your business provide off-street (private) parking?         Image: Does your business be erecting a sign?         Image: Does your business required to obtain ABCA licensing? (alcohol)         Image: Does your business required to obtain ABCA licensing? (alcohol)         Image: Doey our plan to enlarge the footprint of the building?         Image: Does the occupied space meet the City of Wheeling plumbing code requirements?         Image: Does the occupied space meet the City of Wheeling building code for structural requirements?         Image: Does the occupied space meet the City of Wheeling building code for non-structural requirements?         Image: Does the space meet the City of Wheeling building code for non-structural requirements?         Image: Does the space meet the City of Wheeling building code (HVAC) requirements?         Image: Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?         Image: Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?         Image: Does the proposed business serve or cook food?         Image: Does the proposed business serve or cook food?         Image: Does the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Email:                                                        |                                                                                               |  |  |  |
| YES NO UNSURE <ul> <li>Does your business provide off-street (private) parking?</li> <li>Will your business be erecting a sign?</li> <li>Is your business required to obtain ABCA licensing? (alcohol)</li> <li>Do you plan to enlarge the footprint of the building?</li> <li>Does the occupied space meet the City of Wheeling plumbing code requirements?</li> <li>Does the occupied space meet the City of Wheeling building code for structural requirements?</li> <li>Are there any required structural repairs / modifications / upgrades / installations planned?</li> <li>Does the occupied space meet the City of Wheeling building code for non-structural requirements?</li> <li>Are there any non-structural repairs / modifications / upgrades / installations planned?</li> <li>Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?</li> <li>Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?</li> <li>Is the current structure handicap (ADA) accessible?</li> <li>Does the proposed business serve or cook food?</li> <li>Is the proposed business located in the special flood hazard area?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Property Owner Name:                                          |                                                                                               |  |  |  |
| Image: Section of the section of th | Property Owner Phone:                                         |                                                                                               |  |  |  |
| Will your business be erecting a sign?         Will your business required to obtain ABCA licensing? (alcohol)         Is your business required to obtain ABCA licensing? (alcohol)         Does you plan to enlarge the footprint of the building?         Does the occupied space meet the City of Wheeling plumbing code requirements?         Does the occupied space meet the City of Wheeling building code for structural requirements?         Are there any required structural repairs / modifications / upgrades / installations planned?         Does the occupied space meet the City of Wheeling building code for non-structural requirements?         Are there any non-structural repairs / modifications / upgrades / installations planned?         Are there any non-structural repairs / modifications / upgrades / installations planned?         Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?         Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?         Is the current structure handicap (ADA) accessible?         Does the proposed business serve or cook food?         Is the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES NO UNSURE                                                 |                                                                                               |  |  |  |
| Is your business required to obtain ABCA licensing? (alcohol)         Is your business required to obtain ABCA licensing? (alcohol)         Do you plan to enlarge the footprint of the building?         Does the occupied space meet the City of Wheeling plumbing code requirements?         Does the occupied space meet the City of Wheeling building code for structural requirements?         Are there any required structural repairs / modifications / upgrades / installations planned?         Does the space meet the City of Wheeling building code for non-structural requirements?         Are there any non-structural repairs / modifications / upgrades / installations planned?         Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?         Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?         Does the proposed business serve or cook food?         Does the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Does your busin                                               | ess provide off-street (private) parking?                                                     |  |  |  |
| Image: | Will your busine                                              | ] [] Will your business be erecting a sign?                                                   |  |  |  |
| Image: Section of the space meet the City of Wheeling plumbing code requirements?         Image: Section of the space meet the City of Wheeling building code for structural requirements?         Image: Section of the space meet the City of Wheeling building code for structural requirements?         Image: Section of the space meet the City of Wheeling building code for non-structural requirements?         Image: Section of the space meet the City of Wheeling building code for non-structural requirements?         Image: Section of the space meet the City of Wheeling building code for non-structural requirements?         Image: Section of the space meet the City of Wheeling building code for non-structural requirements?         Image: Section of the space meet the City of Wheeling building code (NVAC) requirements for the proposed type of occupancy?         Image: Section of the proposed business serve or cook food?         Image: Section of the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Is your business required to obtain ABCA licensing? (alcohol) |                                                                                               |  |  |  |
| Image: Construct of the co | Do you plan to enlarge the footprint of the building?         |                                                                                               |  |  |  |
| Image: | Does the occup                                                | Does the occupied space meet the City of Wheeling plumbing code requirements?                 |  |  |  |
| Image: | Does the occup                                                | Does the occupied space meet the City of Wheeling building code for structural requirements?  |  |  |  |
| Image: | Are there any re                                              | Are there any required structural repairs / modifications / upgrades / installations planned? |  |  |  |
| <ul> <li>Does the occupied space meet the City of Wheeling mechanical code (HVAC) requirements for the proposed type of occupancy?</li> <li>Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?</li> <li>Is the current structure handicap (ADA) accessible?</li> <li>Does the proposed business serve or cook food?</li> <li>Is the proposed business located in the special flood hazard area?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Does the space                                                | Does the space meet the City of Wheeling building code for non-structural requirements?       |  |  |  |
| the proposed type of occupancy?         Does the occupied space meet the National Electrical Code (NFPA 70) requirements for the proposed type of occupancy?         Image:                                                     | Are there any n                                               | Are there any non-structural repairs / modifications / upgrades / installations planned?      |  |  |  |
| proposed type of occupancy?         Is the current structure handicap (ADA) accessible?         Does the proposed business serve or cook food?         Is the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |                                                                                               |  |  |  |
| <ul> <li>Does the proposed business serve or cook food?</li> <li>Is the proposed business located in the special flood hazard area?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |                                                                                               |  |  |  |
| Is the proposed business located in the special flood hazard area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Is the current st                                             | ] Is the current structure handicap (ADA) accessible?                                         |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Does the propo                                                | ] Does the proposed business serve or cook food?                                              |  |  |  |
| SIGNATURE: DATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Is the proposed                                               | Is the proposed business located in the special flood hazard area?                            |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SIGNATURE:                                                    | DATE:                                                                                         |  |  |  |

| REQUIRED SIGNATURES (CITY)                                                                                                               |                         |                  |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------|
| Department                                                                                                                               | Phone                   | Name & Signature |
| Zoning Officer                                                                                                                           | (304) 234-3601<br>Ext.6 |                  |
| Building Inspector                                                                                                                       | (304) 234-3601<br>Ext.4 |                  |
| Electrical Inspector                                                                                                                     | (304) 234-3601<br>Ext.3 |                  |
| Plumbing Inspector                                                                                                                       | (304) 234-3601<br>Ext.5 |                  |
| Fire Inspector                                                                                                                           | (304) 234-3726          |                  |
| Police Chief*                                                                                                                            | (304) 234-3708          |                  |
| Water Pollution Control* <ul> <li>Sanitary/Storm sewer tap</li> <li>Grease Control Equipment</li> <li>Industrial Pretreatment</li> </ul> | (304) 234-3874          |                  |
| Water Department* <ul> <li>Back-Flow Prevention</li> </ul>                                                                               | (304) 234-3849          |                  |
| Ohio County Health Department*                                                                                                           | (304) 234-3682          |                  |
| Finance Department                                                                                                                       | (304) 234-6472          |                  |

\*When needed based on business type

\*\*All contractors need WV licensing

\*\*\*Fire Inspectors will review building for occupancy and egress