



STARTING A NEW BUSINESS IN FAIRMONT?

We're here to help! Follow the below steps to ensure a smooth start-up.



1 LOCATION, LOCATION, LOCATION!

Zoning regulations may dictate where your business can locate. View our zoning code & permitted use chart at www.fairmontwv.gov/157/Planning-Development to ensure that your type of business is permitted at proposed location.



2 NEED A BUILDING OR ZONING PERMIT?

Building Permits can be acquired by visiting Code Enforcement at City Hall. Zoning Permits can be acquired through the Planning Dept are needed when a Building Permit is not and often applies to exterior improvements or smaller projects such as sheds, sidewalks, driveways, or fences.



3 ARE YOU PUTTING UP A SIGN?

For all sign regulations and requirements, please review with the City of Fairmont Planning & Development office. 304-366-6212 ext 333



4 GET YOUR WV STATE LICENSE

You must also be registered as a business within the State of West Virginia. You can do this by going to business4.wv.gov



5 GET YOUR CITY BUSINESS LICENSE

Apply for a business license online at fairmontwv.gov or in person at City Hall with photo ID, FEIN or SSN, and Business Registration Certificate received from the WV State Tax department.



6 OPERATING A BUSINESS FROM YOUR HOME?

Home operated businesses require a home occupation affidavit, which can be acquired by speaking with the Planning & Development office. 304-366-6212 ext 333



7 WILL YOU BE MOBILE VENDING?

Will you be operating a food truck or selling your product on wheels? Please speak with the Planning & Development office. 304-366-6212 ext 333



8 ARE YOU OPERATING A FOOD RELATED BUSINESS?

If you are operating a restaurant, bar, or any business where you will be handling food, please call the Marion County Health Department at 304-366-3360.



9 ENSURE YOUR UTILITIES

City of Fairmont (Water) - 304-366-6231
FirstEnergy (Electric) - 1-800-696-0022
Dominion Energy (gas) - 304-363-6300
Frontier (phone/internet) - 1-800-921-8101
Comcast (cable/internet) - 1-888-266-2278
Spectrum (cable/internet/phone) 1-800-892-4357



10 APPLICABLE TAXES/CHARGES

Assistance with B&O, Street Maintenance, and all other charges can be discussed by calling the City of Fairmont Finance office at 304-366-6211.



11 CHECK OUT OUR AWESOME TAX CREDITS

At fairmontwv.gov/255/Business-Occupation-Tax under B&O Tax Credit Forms, you can find the applications for 5 different B&O Tax Credit opportunities (New or Expanded, Re-Occupancy, Historic District, Anniversary, and Residential Development). The descriptions and requirements are detailed on the forms.



12 OTHER HELPFUL COMMUNITY RESOURCES

Small Business Administration - 304-623-5631
SBDC (Todd Crump) - 304-333-6751
Marion County Chamber of Commerce - 304-363-0442
Main Street Fairmont - 304-366-0468

