



Other Registration Requirements – Apply for Licenses and Permits

In some cases, you may be required to obtain special licenses or permits through other State agencies before registering your business. Check the list of agencies and licenses for additional requirements for your business activity.

<p>Department of Administration Purchasing Division 304 558-2311 Vendor’s Registration (for sales to state agencies)</p> <p>Department of Agriculture304 558-3550 Animal Health Division..... 304 558-2214 Garbage Feeding License</p> <p>Marketing and Development Division..... 304 558-2210 Auctioneer License Commission Merchant License Controlled Atmosphere Storage License Livestock Dealer License Public Market Permit (Dealers, Graders, Weighers)</p> <p>Meat Inspection Division..... 304 558-2206 Meat Distributors License Slaughter & Meat Processing Plant Licenses</p> <p>Plant Industries Division..... 304 558-2212 Nursery & Nursery Dealer Licenses</p> <p>Regulatory Protection Division 304 558-2208 Aquaculture Permit Commercial Feed Manufacturer & Distributor Dairy Distributors Permit Egg Distributor Certificate Fertilizer Containment Permit Fertilizer Formulator & Commercial Registration Frozen Dessert Manufacturing Permit Lime Registration & Distributor Permits Manufacture Grade Milk Permit Milk Testers & Weighers & Samplers Permit Seedsman Certificate Specialty Pet Food Registration Permit</p> <p>Attorney General’s Office 304 558-2021 Pre-need Burial Registration..... 304 558-8986</p> <p>Auditor’s Office304 558-2257 Registration for Broker/Dealers Registration of Investment Advisors Registration of Securities Registration of Time Shares</p>	<p>Department of Health & Human Resources (cont’d) County Health Departments also require permits for a number of operations such as: Retail Food Stores (restaurant & grocery stores) Septic Tank Construction Water Well Construction <i>(for a complete list or more information, call 304 558-2981)</i></p> <p>Office of Health Facility Licensure & Certification 304 558-0050 Ambulatory Surgery Center Certification Behavioral Health Center License Birthing Center License Clinical Laboratory Certification End-Stage Renal Dialysis Certification Home Health Certification Hospice License Hospital License ICF/MR Program Certification Medical Adult Day Care License Nursing Home License and Certification Outpatient Rehabilitation Certification Personal Care Home License Portable X-ray Certification Psychiatric Hospital License & Certification Residential Board & Care Home License Rural Health Clinic Certification Speech/Physical Therapy & Occupational Therapy Certification</p> <p>Boards Barbers & Cosmetologists License.... 304 558-2924 Board of Medicine..... 304 558-2921 Hearing Aid Dealer License 304 542-7595</p> <p>Professional & Occupational Licenses Certain individual professionals must register with State licensing boards. View a list of Professional Licensing Boards and their contact information. View Occupational License information. You may also consult the capitol operator at 304-558-3456 for telephone numbers for specific boards.</p>
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West Virginia Secretary of State

Business Division

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<p>Department of Commerce.....304 558-2200</p> <p>Division of Forestry..... 304 558-2788</p> <p>Timbering License</p> <p>Division of Labor 304 558-7890</p> <p>Amusement Ride License</p> <p>Contractor’s License</p> <p>Employment Agency License</p> <p>Manufactured Housing License</p> <p>Miners Health, Safety & Training..... 304 558-1425</p> <p>Mining Permit Approval</p> <p>Division of Natural Resources..... 304 558-2754</p> <p>Commercial Fish Pond, Game Farm & Shooting Preserve Licenses</p> <p>Fish Sales License</p> <p>Fishing Tournament Permit</p> <p>Fur Dealer Licenses..... 304 822-3551</p> <p>Hunting & Fishing License 304 558-2758</p> <p>Importation Permit 304 558-2771</p> <p>Office of Land & Streams..... 304 558-3225</p> <p>Whitewater Outfitter/Guide License..... 304 558-2784</p> <p>Department of Education & the Arts</p> <p>Higher Education..... 304 558-0699</p> <p>Proprietary Schools License 304 558-0265</p> <p>Department of Environmental Protection.....304 926-0440</p> <p>Air Quality 304 926-0475</p> <p>Blaster Certification..... 304 926-0464</p> <p>Dam Safety 304 926-0470</p> <p>Groundwater Certification, Monitoring Well Drillers 304 926-0495</p> <p>Laboratory Certification</p> <p>Oil & Gas Permits 304 926-0450</p> <p>Solid Waste Permits..... 304 926-0495</p> <p>Surface Mining Reclamation Permits..... 304 926-0490</p> <p>Underground Injection Control Permits..304 926-0495</p> <p>Water & Waste Management..... 304 926-0495</p> <p>Water Resources Permits 304 926-0495</p> <p>Department of Health & Human Resources304 558-0684</p> <p>Bureau for Children and Families 304 558-7980</p> <p>Child Placing License 304 558-7980</p> <p>Day Care Center License 304 558-1885</p> <p>Domestic Violence Shelter Program License</p> <p>Residential Board & Care License (Children)..... 304 558-7980</p>	<p>Public Service Commission.....304 340-0300</p> <p>Certificate of Public Convenience & Necessity for Motor Carriers</p> <p>Certificate of Public Convenience & Necessity for Public Utilities (Water, Sewer, Gas, Electric, Telephone, Landfills, etc.)</p> <p>Contract Carrier of Property</p> <p>Customer Owned Public Telephone Certification & Registration</p> <p>Hazardous Materials Transportation Registration</p> <p>Motor Carrier Registration</p> <p>Single State Registration (Motor Carriers)</p> <p>Underground One-call Systems</p> <p>Department of Revenue</p> <p>Division of Banking 304 558-2294</p> <p>Lender License</p> <p>License to Sell Checks, Drafts, Money Orders</p> <p>Second Mortgage Licenses</p> <p>Alcohol Beverage Control Administration.. 304 558-2481</p> <p>Toll-Free..... 800-642-8208</p> <p>ABCC Carrier Permit</p> <p>Alcohol Beverage License (Suppliers/distributors)</p> <p>Brewer Importer License</p> <p>Insurance Commission 304 558-0610</p> <p>Insurance License</p> <p>Lottery Commission..... 304 558-0500</p> <p>Lottery Retail Application</p> <p>Tax Division..... 304 558-3333</p> <p>or Toll-Free.....800-982-8297</p> <p>Cemeteries Registration</p> <p>Collection Agency Licenses</p> <p>Drug Paraphernalia License</p> <p>Non-resident Contractor’s Registration</p> <p>Sparklers & Novelties Applications</p> <p>Transient Vendors License</p> <p>Charitable Bingo & Raffle 304 558-8510</p> <p>Secretary of State304 558-8000</p> <p>Credit Service Organization Registration</p> <p>Charity Registration</p> <p>Professional Fundraiser & Fundraising Counsel Registration</p> <p>Private Investigator & Security Guard Licenses</p> <p>Purchasers of Future Payments Registration</p>
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<p>Bureau for Child Support Enforcement New Hire Reporting 877-625-4669</p> <p>Bureau for Medical Services..... 304 558-1700 Medicaid Provider Certification 304 348-3360</p> <p>Bureau for Public Health</p> <p>Office of Community & Rural Health Services Emergency Medical Services (EMS) Agency License 304 558-3956 Federally Qualified Health Center..... 304 558-4007</p> <p>Office of Environmental Health Services...304 558-2981 Asbestos Abatement License Bottled Water Permits Cottage Industry (letter of approval for home food processors) Commercial Waste Water System Construction Permits Diagnostic X-ray Certification Home Aeration Permits Incinerator Operator Certification Infectious Medical Waste Permits Milk Haulers (bulk) Milk Processing Plants Permit Milk Producer Dairy Farms Permit Public Drinking Water Supply Construction Permits Public Swimming Pool Construction Permits Septic Tank Installer Certification Water and Wastewater Operator Licenses Water Well Driller Certification</p>	<p>Department of Transportation.....304 558-0444 Division of Highways..... 304 558-3505 Division of Motor Vehicles..... 304 558-2723 Automobile Auction Licenses..... 304 558-3584 Financial Institution License Certificate Manufacture of Transporter License Motor Vehicle Dealer License (New/Used) Recreational Dealer License Temporary License Plates Trailer Dealer License Wrecker, Dismantler Dealer License Wrecker, Dismantler, Rebuilder License Motor Carrier Decal 304 558-3629</p> <p>Workforce West Virginia..... 304 558-2630 Unemployment Compensation Commission.. 304 558-2677 Employer’s Initial Statement Transfer of Business Benefits Reimbursement Agreement</p>
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