



# ELKINS CITY SERVICES DIRECTORY

*A guide to city services and contacts for local businesses*

## UTILITIES

The city is the mandated provider of water, sewer and trash pick-up within the city.

- Starting services: complete the application and show photo ID at the front counter of City Hall
- Stopping services: mail or deliver a written request to terminate service to the Utility Billing Manager at City Hall

## STREETS

The city paves and repairs potholes, sweeps the streets, removes snow from the streets, and offers special **bulk** trash pickups

- Owners or renters are responsible for sidewalk maintenance and snow removal
- Consult the online street sweeping schedule to know when vehicles must be removed from the street to avoid fines
- Appliances, electronics, tires, batteries, and free flowing liquids are excluded from special bulk trash pickup

## PARKING

The city offers reserved parking places for a monthly fee at two lots, Seneca Mall and behind Town Square. There is metered and non-metered on street parking for business customers as well as free parking for the month of December

## EMERGENCY AND PREVENTION SERVICES

The Elkins Police Department protects the public safety by addressing criminal activity.

- In response to requests it will discuss crime prevention and offer suggestions to businesses.
- Community policing efforts include random security checks and notices and downtown foot patrols

The Elkins Fire Department protects the public safety through its fire suppression activities.

- In response to requests, it will provide fire safety and prevention reviews.
- Partners with Code Enforcement on certain issues especially related to electrical and sprinkler systems and can be consulted to determine needs before renovations and upgrades.

### CITY BUSINESS LICENSE

An annual city license is required to conduct business within the city. Separate licenses are required for each city location or for each different activity conducted at a single city location

- Period is July 1 – June 30, renewed annually
- Fee is \$20; additional fee if beer, wine, or alcohol is served, along with a copy of the WV ABCC liquor license
- Must be clearly displayed at the business site
- Application required and is available at [cityofelkinswv.com/working/business-licensing-taxes/](http://cityofelkinswv.com/working/business-licensing-taxes/)
- City license will not be issued if city B&O tax is unpaid
- A valid WV state business registration certificate is required to apply for a city license
- Certain specialty state licensing may also be required

### BUSINESS AND OCCUPATION TAX

A tax imposed on the gross income of the business

- Tax rates –the rate of tax varies based upon the type of business activity conducted
- Payment – tax is paid quarterly and is due one month from the end of the quarter in which it was earned
- Tax return – available at [cityofelkinswv.com/working/business-licensing-taxes/](http://cityofelkinswv.com/working/business-licensing-taxes/)

### FIRE FEE

All property **owners** served by the Elkins Fire Department are charged a fire protection fee.

- Nonresidential structure owners pay the greater of \$100 or .05 x total square feet
- Charges are billed to the owner of record each July 1
- Penalties for late payment

## **CODE ENFORCEMENT AND BUILDING INSPECTION**

Enforces mandated property standards set by ordinance and recognized codes and administers and enforces other programs listed below

- A list of ordinances and codes enforced is available at [cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/code-enforcement/](http://cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/code-enforcement/)

## **BUILDING PERMITS**

Issues building permits for construction, alteration, or repair of buildings, wiring, plumbing and gas systems and provides required inspections

- More information and fees available at [cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/building-permits-inspections/](http://cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/building-permits-inspections/)

## **SIGN PERMITS**

City ordinance governs the size and placement of signs. A permit is required for signs.

- Sign permit application and sign requirements available at [cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/sign-permits/](http://cityofelkinswv.com/living/public-service-utilities/code-enforcement-department-building-inspections/sign-permits/)

## **RENTAL AND VACANT PROPERTY REGISTRATION PROGRAMS**

If your business includes the rental of residential housing you must comply with the rental registration requirements. As a property owner, if your property becomes vacant the property must be registered.

- Information and application form for a Rental Property Certificate of Occupancy at: [cityofelkinswv.com/living/rental-registration-program/](http://cityofelkinswv.com/living/rental-registration-program/)
- Information and vacant property registration form available at: [cityofelkinswv.com/living/rental-registration-program/](http://cityofelkinswv.com/living/rental-registration-program/)

## **ZONING**

Responds to inquiries about proposed uses and processes applications for zoning changes and variances. Contact Jessica Sutton, City Clerk, via email: [jsutton@cityofelkinswv.com](mailto:jsutton@cityofelkinswv.com).

## CONTACT INFORMATION

<b>Elkins City Hall</b>	401 Davis Avenue, Elkins, WV 26241 Phone: (304) 636-1414
<b>Mayor's Office</b>	Phone: (304) 636-1414, ext. 1110
<b>Police Chief</b>	Phone: (304) 636-0678
<b>Fire Chief</b>	Phone: (304) 636-3433
<b>Code Enf./Bldg. Inspec.</b>	Phone: (304) 636-1414, ext. 1431
<b>Water problem</b>	Phone: (304) 636-1414, ext. 1437
<b>Sewer problem</b>	Phone: (304) 636-1414, ext. 1437
<b>Trash</b>	Phone: (304) 636-1414, ext. 1437
<b>Streets</b>	Phone: (304) 636-1414, ext. 1437
<b>Special Bulk Trash Pickup</b>	Phone: (304) 636-1414, ext. 1437
<b>Reserved Parking</b>	Phone: (304) 636-1414, ext. 1318
<b>Utility Billing</b>	Phone: (304) 636-1414, ext. 1720
<b>Utility Payments</b>	Phone: (304) 636-1414, ext. 1721
<b>City License</b>	Phone: (304) 636-1414, ext. 1318
<b>B&amp;O Tax</b>	Phone: (304) 636-1414, ext. 1318
<b>Fire Service Fee</b>	Phone: (304) 636-1414, ext. 1721

### *Links to Other Information*

- **City of Elkins:** [cityofelkinswv.com/](http://cityofelkinswv.com/)
- **Elkins Main Street:** [downtownelkins.com/](http://downtownelkins.com/)
- **Randolph County:** [randolphcountycommissionwv.org/](http://randolphcountycommissionwv.org/)
- **Randolph County Development Authority:**  
<https://randolphwv.com/>
- **Woodlands Development Group:** Assists with downtown redevelopment and public facilities [wdgwv.org/](http://wdgwv.org/)
- **WV Special Regulatory License Lists:**  
[www.business4wv.com/b4wvpublic/default.aspx?pagename=applyforlicense#resultsBookmark](http://www.business4wv.com/b4wvpublic/default.aspx?pagename=applyforlicense#resultsBookmark)
- **WV Secretary of State Business and Licensing Division:**  
Registering your business organization  
[www.sos.wv.gov/business-licensing/Pages/default.aspx](http://www.sos.wv.gov/business-licensing/Pages/default.aspx)

**Business4WV:** online portal to state business services in West Virginia. Start here to establish a new West Virginia business  
[www.business4wv.com/b4wvpublic/default.aspx](http://www.business4wv.com/b4wvpublic/default.aspx)



*Information was gathered by the Elkins Main Street Economic Vitality Committee.  
All attempts were made to ensure accuracy.*