



**CITY OF NITRO**  
PO BOX 308  
NITRO, WV 25143  
Phone: (304) 755-0702

## **NEW BUSINESS CHECKLIST**

We want you to be successful in business!

If anything below seems overwhelming or you have a simple question, feel free to ask. We also offer an on-demand, one-on-one Business Specialist to aid you in starting your business off on the right foot. Want help? **Call Kim Reed located beside of City Hall and her number is 304-881-9592 . WE WANT YOUR BUSINESS!**

- **MUNICIPAL LICENSE** (city business license)
- **BO TAX** - (only due quarterly)
- **ZONING** – (Quick check to make sure your building meets the Zoning requirements - Zoning Ordinance – Ask Jonathan)
- **BUILDING PERMIT** – (Before conducting any work, other than “finish work” i.e. painting, trim, etc, ALL OTHER WORK REQUIRES A PERMIT) Fire Code is not “grandfathered” in and we must keep people safe, no matter when the building was built. Building Code DOES matter when the building was built and if you aren’t touching it, we just have to bring it up to basic fire code minimums.
- **INSPECTION** – A final inspection / Certificate of Occupancy is required for all businesses. A building permit will also create inspections. The inspection is here to make sure you are safe, your customers are safe, and the money you spend goes to good work.
- **HEALTH DEPARTMENT** – Preparing food or drink requires Kanawha County Health Dept inspections.
- **Municipal Service Fee** - Garbage needs picked up, fires get quick and professional responses, when you call for the police in an emergency, we’re there. That’s what you get in Nitro. The fee also covers AEP Street Lights, Snow Removal, and other city services. The owner is responsible for seeing the bill gets paid, though a tenant may be asked to make the payment.
- **Sewer / Water** – Come see the NRWU in City Hall. They are not the City of Nitro, but we provide them a space to better serve our citizens.
- **Dumpster** – We provide a 4, 6, or 8 sq yd at a noticeably cheaper price over the private providers – exclusively offered to the City of Nitro. If you obtain a City of Nitro dumpster, you are not required to pay the Municipal Service Fee. That’s a savings of \$300.00 per year.
- **Knox Box** – All commercial occupancies within the City of Nitro shall obtain a Knox Box. This secure keybox, that requires electronic login and logout is available only to Fire Dept personnel with activity Date/Time Stamp. The purpose is to avoid “breaking” your expensive doors, windows, garage doors, and gates. There are a few exceptions.