



STEPS TO START A BUSINESS IN HUNTINGTON, WV

Advocate

Contact the Business Services Advocate for guidance throughout the process.

Contact Person:
Sharon Pell

Department:
Finance Division

Location:
City Hall
Room 1

Phone:
(304) 781- 8348

Email:
pells@cityof
huntington.com

State

File w/ the WV SOS

File w/ Tax and Employer Agencies

Apply for Special Licenses or Permits from Licensing Boards and Regulatory Agencies (when needed)

You can register online at www.business4wv.com

WV State Tax Department:
1124 Smith Street
Charleston, WV
(304) 558-3333
8:00 am--5:00 pm

City: Planning

Contact Planning Office to determine Zoning Requirements

Contact Person:
Breanna Shell

Department:
Development and Planning

Location:
City Hall
Room 2

Phone:
(304) 696-4438

Email:
shellb@cityof
huntington.com

City: Permits

File and pay for appropriate permits

Schedule Inspections

Department:
Inspections & Permits Division

Location:
City Hall
Room 1

Phone:
(304) 696-5905

Email:
kilgorem@cityof
huntington.com

City: License

Once you have received your appropriate permits, you can obtain a City Business License

Department:
Finance Division (Revenue)

Location:
City Hall
Room 20

Phone:
(304) 696-5969

Please submit a copy of your WV Business Registration Certificate from the WV State Tax Department

County

File your County Business Personal Property with the County Assessor

Cabell County Assessor's Office

Phone:
(304) 526-9717

Website:
<http://cabellassessor.com>

Wayne County Assessor's Office

Phone:
(304) 272-5970

Website:
<http://www.waynecountywv.org>

Start Business

Additional Resources:

Business Services Agencies

WV Small Business Development Center

Website:
www.wvsbdc.org

Unlimited Future Inc.

Website:
www.unlimitedfuture.org

Huntington Regional Chamber of Commerce

Website:
www.huntingtonchamber.org



Certificate of Occupancy Instructions

A Certificate of Occupancy is required before any new building can be occupied or before an existing building can be used for a new purpose. This applies whenever a new business goes into an existing or new structure or there is a change of business owner.

- 1) Make appointment to meet with the City Planner or Planning Technician to check zoning and signage.
 - a. City Planner: Breanna Shell or Planning Technician: Keebie Gilkerson
 - b. Department: Planning and Development
 - c. Phone: (304) 696-4438
 - d. Email: shellb@cityofhuntington.com or gilkinsonc@cityofhuntington.com
 - e. Location: City Hall, Main Floor, Room 2
- 2) Obtain and complete the City of Huntington Building Permit application.
 - a. Type of Permit: Mark Occupancy Certificate and check either New Business or Existing Business. Fill in owner and address information.
 - b. Certificate of Use and Occupancy: Fill in the Business Information.
- 3) Submit the application to the Permit Technician.
 - a. Location: City Hall, Main Floor, Room 1
 - b. Permit Technician: Melissa Kilgore
 - c. Phone: (304) 696-5905
 - d. Email: kilgorem@cityofhuntington.com
- 4) Pay for the Certificate of Occupancy in Business and Licensing.
 - a. Location: City Hall, Main Floor, Room 20
 - b. The cost of the Certificate of Occupancy permit is \$75.00.
- 5) Schedule Inspections: Contact the Permit Technician to schedule inspections.
 - a. The Inspectors will inspect the building in accordance to the 2012 International Building Code to determine if the structure meets the appropriate codes for the intended use.
 - b. Department: Public Works, Inspections and Permits Division
 - c. Location: Inspectors -- City Hall, Lower Level, Room 5
 - Building Inspector: Scott Poston (304) 696-4429 postons@cityofhuntington.com
 - Electrical Inspector: Tim Akers (304) 696-5556 akerst@cityofhuntington.com
 - Plumbing Inspector: Jeff Bloss (304) 696-5512 blossomj@cityofhuntington.com
 - Fire Marshal: Captain Steve Ellis (304) 696-5960 sellis@cityofhuntington.com
- 6) Upon completion of the inspections, a representative from Business and Licensing will contact you to pick up your Certificate of Occupancy.
 - a. B&O and Licensing Specialist: Becky Bartlett
 - b. Phone: (304) 696-5969
 - c. Email: bartlettb@cityofhuntington.com
 - d. Location: City Hall, Main Floor, Room 20
- 7) After your Certificate of Occupancy has been approved, you may apply for your Municipal Business License.
 - a. You will need to bring your WV Business Registration Certificate (other documents may be required).
- 8) You will be able to open for business once you have obtained a Municipal Business License.



**APPLICATION FOR
BUILDING PERMIT**

All applications to be submitted typed or legibly written in blue or black ink.

TYPE OF PERMIT

- | | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> New business | <input type="checkbox"/> Single Family | <input type="checkbox"/> Occupancy Cert. |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Existing business | <input type="checkbox"/> Multi-family | <input type="checkbox"/> Other (please describe): |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Construction | <input type="checkbox"/> Demolition | |

Site owner: _____ Phone: _____

Site address: _____ Email: _____

- | | | | |
|---|---------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> General contractor | <input type="checkbox"/> Lessee | <input type="checkbox"/> Owner | <input type="checkbox"/> Agent |
|---|---------------------------------|--------------------------------|--------------------------------|

Name: _____ Phone: _____

Address: _____ Email: _____

DESCRIPTION OF WORK

- | | | | | |
|-----------------------------------|-----------------------------------|-------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Plumbing | <input type="checkbox"/> HVAC | <input type="checkbox"/> Framing | <input type="checkbox"/> Other |
|-----------------------------------|-----------------------------------|-------------------------------|----------------------------------|--------------------------------|

Work to be done: _____

Square footage of Structure: _____

Square footage of site: _____

CERTIFICATE OF USE AND OCCUPANCY

Business owner: _____ Phone: _____

Business name: _____

Site owner: _____ Phone: _____

Site owner address: _____

OTHER PERMITS

- | | | | |
|---------------------------------------|--|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Right-of-way | <input type="checkbox"/> Special privilege | <input type="checkbox"/> Flood plain | <input type="checkbox"/> Sign |
|---------------------------------------|--|--------------------------------------|-------------------------------|

TOTAL COST OF LABOR AND MATERIALS : \$ _____

Providing false, incomplete, or misleading information on this application is subject to a \$500 fine.

Building permit: \$ _____

Application fee: \$ _____

Deposit: \$ _____

Total: \$ _____

I acknowledge that the above information is true and correct to the best of my knowledge, and I agree to comply with all state, county, and city codes and ordinances.

Signature: _____ Date: ____ / ____ / 20__

Clerk/Inspector: _____ Date of permit: ____ / ____ / 20__



Certificate of Occupancy Inspections

Business Name: _____ Inspection Date: _____ Inspection Time: _____

Building Inspector	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: _____

Electrical Inspector	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: _____

Plumbing Inspector	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: _____

Fire Marshal	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Date Inspected:	Signature:
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Notes: _____

*** Once violations are corrected please call inspectors for re-inspection.**



Sign Permit Instructions

Wall signs, freestanding signs, temporary signs and many others require an approved Sign Permit from the City Planner. To be approved, the sign must meet the requirements of Article 1345 of the Zoning Ordinance.

1. Complete the Sign Permit Application.
 - a. List the contractors working on the project (all need to be licensed with the City and State).
 - b. Include the cost of labor and materials.
2. Submit the Sign Permit Application (make sure to attach additional documentation as needed) to the Zoning and Mapping Office.
 - a. Planning Technician: Keebie Gilkerson
 - b. Email: gilkersonc@cityofhuntington.com
 - c. Phone: (304) 696-4438
 - d. Location: City Hall, Main Floor, Room 2
3. The City Planner will determine if the signage meets the requirements of the Zoning Ordinance.
4. Once approved, you will receive an invoice for the Sign Permit. The fee for the sign permit includes:
 - a. \$5 per sign that is under 100 square feet and \$10 per sign that is over 100 square feet.
 - b. Plus a \$20 Application fee
 - c. Plus a sliding scale based on the cost of labor and materials
5. The Sign Permit can be paid for in City Hall, Business and Licensing, Main Floor, Room 20.



OFFICE USE ONLY	
Permit No.:	_____
Received:	_____

SIGN PERMIT APPLICATION

P.O. Box 1659, Huntington, WV 25717-1659
 Phone: 304.696.4438, Fax: 304.781.8350

*All applications to be submitted typed or legibly written in blue or black ink.
 A separate application must be completed for each proposed sign.*

I. APPLICANT INFORMATION			
Name:	_____	Phone (Business):	_____ (Cell) _____
Mailing Address:	_____	Email:	_____
	_____ City	_____ State	_____ Zip

II. PROPERTY INFORMATION			
Owner:	_____	Phone (Business):	_____ (Cell) _____
Mailing Address:	_____	Email:	_____
Zoning:	_____	Tax Map Number	_____ Parcel Number

III. SIGN INFORMATION	
<u>The following must be submitted with this application:</u>	
1. Site plan map drawn to scale. 2. Photo of proposed sign location showing the existing conditions. 3. Rendering of the proposed sign showing dimensions.	
Type of Sign (Check all that apply):	
<input type="checkbox"/> Awning	<input type="checkbox"/> Marquee
<input type="checkbox"/> Menu Board	<input type="checkbox"/> Pylon/Pole
<input type="checkbox"/> Window	<input type="checkbox"/> Directional
<input type="checkbox"/> Scrolling Message	<input type="checkbox"/> Sandwich Board
<input type="checkbox"/> Projecting	<input type="checkbox"/> Directory
<input type="checkbox"/> Construction	<input type="checkbox"/> Wall Sign (Figure A)
<input type="checkbox"/> Suspended	<input type="checkbox"/> Other:
<input type="checkbox"/> Changeable	
<input type="checkbox"/> Monument	
<input type="checkbox"/> Roof	
<input type="checkbox"/> Post/Panel	
Illumination:	
<input type="checkbox"/> Internal	<input type="checkbox"/> External
<input type="checkbox"/> No illumination	

III. SIGN INFORMATION (CONT'D)

FIGURE A. Square Footage (for wall signs only)

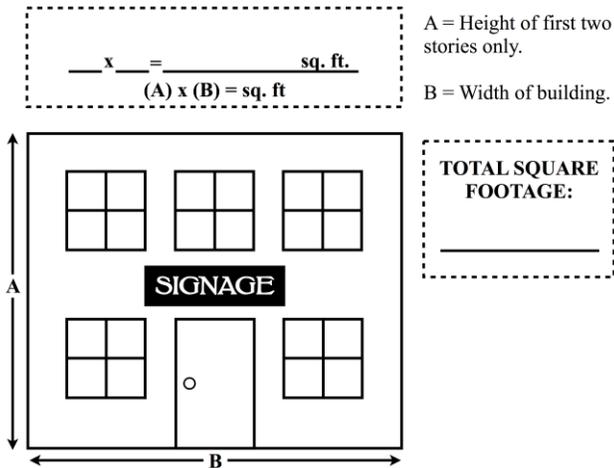
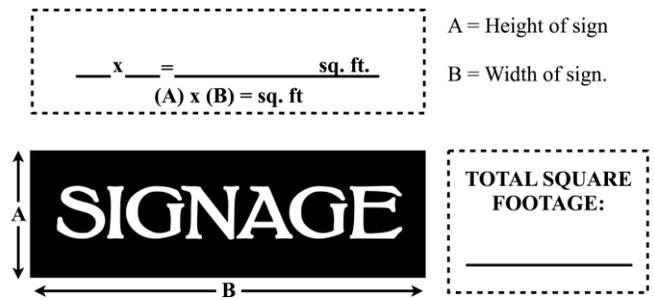


FIGURE B. Sign Dimensions



Total estimated cost (labor and materials): \$ _____

Company making sign: _____

Mailing Address: _____ Phone: _____

_____ City _____ State _____ Zip

IV. ATTEST

I, the undersigned, do hereby certify that I have read and examined this document and do certify that all information included therein is true and correct to the best of my knowledge, and I authorize the City of Huntington to investigate all statements or other information contained in this application form and any attachments submitted with it. I understand and agree that any misrepresentation, falsification, or material omission of information may result in denial of my permit. I will comply with all applicable laws and ordinances whether specified herein or not. I understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or performance of construction. I certify that all building requirements have been met, including wind load. Furthermore, I, the undersigned, do hereby agree to assume responsibility for any and all other liabilities which may arise or occur, including, but not limited to, any personal injuries or property damage, arising out of the use of said permit.

_____ Print name of applicant _____ Signature of applicant _____ Date

OFFICE USE ONLY

Approved

 Denied

 Requires Variance

_____ Planning Official _____ Date



MUNICIPAL BUSINESS LICENSE
APPLICATION

P.O. Box 1659, Huntington, WV 25717-1659
Phone: (304) 696-5969, Fax: (304) 781-8350

Acct. No.:	_____
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Office Use Only	
LIC	_____
TR	_____

License will not be issued unless all taxes and fees are current. For assistance, call 304.696.5969/ fax 304.781.8350. Application is hereby made for license(s) to conduct the business activity, trade, or employment indicated below for the year beginning July 1, _____.

Business name and mailing address required in box below:

PAYMENTS	
Total License Fee	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check No.
Penalty (if any)	\$ _____
Total Due/Payable	\$ _____ <input type="checkbox"/> Credit Card
Credit Card Payments	
<input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Card No.:	_____
Card Exp.:	____/____/____ Code: _____
Print Name	_____
Sign Name	_____

Choose One:

- New Application Renewal

Business License Classification
All applicants must attach a copy of West Virginia Business Registration Certificate

Check all that apply:			
<input type="checkbox"/>	1	General Business License	\$ 20.00
<input type="checkbox"/>	75	Rental General Business LLC	\$ 20.00
* If you own any rental property please complete the Rental section on second page.			
<input type="checkbox"/>	11	Hawker/Peddler	\$ 20.00
<input type="checkbox"/>	27	Itinerant Vendor	\$500.00
<input type="checkbox"/>	28	Real Estate Broker	\$ 25.00
<input type="checkbox"/>	29	Real Estate Sales Agent	\$ 10.00
<input type="checkbox"/>	64	Contractor License	\$ 90.00
<input type="checkbox"/>	66	Electrical Contractor (Sole Proprietor)	\$ 20.00
* Contractors must attach a copy of West Virginia Contractor's License and Certificate of General Liability Insurance with City of Huntington as the Certificate Holder.			

Liquor Retail Outlet (General Business License Included (\$20.00))			
<input type="checkbox"/>	62	Class A Store—Liquor License	\$1,120.00
<input type="checkbox"/>	63	Class B Store—Liquor License	\$1,120.00
Private Club (General Business License Included (\$20.00))			
<input type="checkbox"/>	3	Less than 1,000 Members	\$620.00
<input type="checkbox"/>	4	More than 1,000 Members	\$1,370.00
<input type="checkbox"/>	5	Fraternal, Veterans, or Non-Profit Social Club	\$ 495.00
Beer (General Business License Included (\$20.00))			
<input type="checkbox"/>	65	Brewery	\$ 520.00
<input type="checkbox"/>	6	Distributor	\$ 270.00
<input type="checkbox"/>	7	Dispenser or Club	\$ 120.00
<input type="checkbox"/>	8	Cold Package Carry-Out	\$ 120.00
<input type="checkbox"/>	9	Warm Pack Carry-Out	\$ 35.00
ATTACH A COPY OF WV ABC LICENSE			

BUSINESS DATA: COMPLETE ALL BLANKS IN THIS SECTION TO EXPEDITE YOUR APPLICATION

Business Name: _____	
Business Federal Tax ID No.: _____	SS No. (If no Federal Tax ID No): _____
Business Telephone No.: _____	Beginning Date of Business in Huntington: _____
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	WV STATE Business Registration Acct. No: _____
Business Location: _____	
Business Owner's Name: _____	Contact Person for Tax & License Purposes: _____
Alternate Phone No.: _____	Contact Phone No./Ext.: _____
Fax No.: _____	Contact Email: _____
No. of Employees: _____	Type of Business Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Trust
Give a brief description of your business activity within city limits: _____	
Are there any vending machines on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list vending company's name and address: _____	

Business Class (Check all that apply)					
<i>Proper classification of your business functions determines the correct license fees as well as Business and Occupation rates(s).</i>					
<input type="checkbox"/> Amusement	<input type="checkbox"/> Contracting	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Small Loans	<input type="checkbox"/> Utilities	<input type="checkbox"/> Lawn Care
<input type="checkbox"/> Banking	<input type="checkbox"/> Rental	<input type="checkbox"/> Service	<input type="checkbox"/> Retail	<input type="checkbox"/> Wholesale	

Rental Business Only (Attach additional sheet, if necessary)					
<input type="checkbox"/> 75					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster
<i>Example:</i> 800 Fifth Avenue	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Information and Signature of Applicant	
Home Address of Applicant or Agent: _____	
Phone: (Home) _____ (Business) _____ (Cell) _____	
Signature of Applicant: _____	Date: _____

Municipal Business License Requirements

Any entity which requires a West Virginia Business Registration Certificate must obtain a Municipal Business License. In order to conduct business in the City of Huntington, you must first possess a Municipal Business License. The application may be obtained by contacting the Finance Division at the address listed at the bottom of this page. You may also apply in person at City Hall, Room 20, 800 Fifth Avenue.

Below is a list of general information regarding the application process:

- All applicants must have a valid West Virginia Business Registration Certificate prior to obtaining a City of Huntington Municipal Business License. The State Tax Department is located at 2699 Park Avenue, Suite 230, Huntington, WV 25704, telephone (304) 528-5565, or online at www.business4wv.com.
- The fee for Huntington’s Municipal Business License is \$20.00 for all business activity conducted in the City. The exceptions are: Contractors, Real Estate, and Businesses selling alcohol or have Video Lottery.
- If you occupy a physical location within the City, you will need to complete a **Certificate of Use and Occupancy** to insure the location is approved for the particular activity being licensed.
- If you are working from your residence, a **Home Occupation Permit** is required. To begin this process, you may contact the Development and Planning Department at 304.696.4438.
- **Contractors:** All contractors, sub-contractors, and electric contractors must supply a copy of their WV State Contractors License and a Certificate of General Liability Insurance with the City of Huntington as the Certificate holder
- **Rental:** Any person(s) who furnishes a real property for lease or rent for any purpose is required to obtain a Municipal Business License. This includes Class 4 properties.
- **Business and Occupation Taxes may apply along with the city service fee.**

PENALTY: Article 735.99 of the Codified Ordinances of Huntington, WV:

(a) Whoever engages in any activity contrary to the provision of this article, whether without obtaining a license required therefor before commencing the same or by continuing the same after the termination of the effective period of any such license, may, in addition to paying the license tax, be liable for a penalty of fifty dollars (\$50.00) for each month or fraction thereof during which he has been default of the license tax. It shall be the duty of the Director of Finance to collect the full amount of the license tax and penalty imposed and he shall not issue any license until the license tax and the penalty have been in full.

(b) In addition to the foregoing and except as may herein be otherwise expressly provided, whoever violates any provision under this article shall be fined not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) and each day or part thereof that any violation continues shall be deemed to constitute a distinct and separate offense and be punishable accordingly.

OFFICIAL USE ONLY
Fiscal Year: _____
License No. _____
<input type="checkbox"/> B&O License
<input type="checkbox"/> CFS License
<input type="checkbox"/> HTL/MTL License
<input type="checkbox"/> Cert. of Use & Occ.
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Amusement LIC
Date Issued: _____