



HUNTINGTON
WEST VIRGINIA
An Exceptional City

Planning and Development
Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717

Home Occupation Instructions

A home occupation permit is required for any business operated in a residence. The home occupation must be permitted according to the Section 1341.22 of the City of Huntington Zoning Ordinance. The home occupation is also required to register the business with both the State and obtain a City of Huntington business license.

- 1) Make appointment to meet with the Planning and Zoning office to check requirements and signage.
 - a. Planning Technician: Keebie Gilkerson
 - b. Department: Development and Planning
 - c. Phone: (304) 696-4438
 - d. Email: gilkersonc@cityofhuntington.com
 - e. Location: City Hall, Main Floor, Room 2
- 2) Obtain and complete the City of Huntington Home Occupation application.
 - a. Please refer to the City of Huntington code Section 1341.22 for the types of occupations that are permitted in your home
- 3) Submit the application to the Planning and Zoning office.
 - a. Location: City Hall, Main Floor, Room 2
 - b. The cost of the permit is a yearly fee of \$15
- 4) Pay for the Home Occupation Permit in Business and Licensing while applying for your Municipal Business License.
 - a. You will need to bring your WV Business Registration Certificate (other documents may be required).
 - b. Location: City Hall, Main Floor, Room 20
- 5) You will be able to open for business once you have obtained a Municipal Business License.
- 6) Both your Home Occupation Permit and your Municipal Business License are renewed yearly starting on July 1.



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**HOME OCCUPATION
 APPLICATION**

Planning and Development
Huntington City Hall
800 Fifth Avenue
P.O. Box 1659
Huntington, WV 25717

Applicant's Name: _____ Date: _____

Address: _____ Zip: _____

Phone: (Home) _____ (Business) _____ (Cell) _____

Email Address: _____

1. Describe in detail the type of activities that will be involved in the proposed home occupation:

2. Describe in detail the method of operation for the proposed home occupation:

3. Describe in detail the materials and/or equipment for the proposed home occupation, including how, where, and in what amount(s) the materials and/or equipment will be used and stored:

4. How many people will be involved/employed in the conduct of the proposed home occupation?

5. Will the proposed home occupation require employees other than your immediate family? Please explain:

6. Describe in detail any alterations to your home and/or premises that may be required to facilitate the proposed home occupation:

(CONTINUED)

7. Describe what rooms will be used in the conduct of the home occupation and how they will be used:

8. Will people need to come to your home to obtain any products or services? Please explain:

9. Will any public signage be necessary? Please explain:

10. Will the home occupation involve the use of commercial vehicles for delivery of materials to and/or from the premises? Please explain:

11. Is the proposed home occupation in accordance with local ordinances, conditions, and/or restrictions pertaining to the premises?

I, the undersigned, have been provided with a copy of the Home Occupation Regulations for the City of Huntington, and I hereby agree to abide by all regulations contained therein.

Signature of Applicant

Date

Signature of Property Owner

Date

Property Owner Contact Information:

Email:

Phone Number:

Address:

<u>FOR OFFICE USE ONLY</u>	
Received by:	
Title:	
Date:	
Application:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Permit Number:	

Section 1341.22 Home Occupation

- A. A home occupation shall be conducted completely indoors, and may be within a principal or accessory building. The total amount of floor area of all buildings used for a home occupation shall not be greater than 25 percent of the total floor area of the principal dwelling unit.
- B. There shall be no outdoor operations or outdoor storage of materials, products or equipment.
- C. Signs and Displays. There shall be no use of show windows, business display or advertising visible from outside the premises, except for one non-illuminated sign with a maximum sign area of two square feet on each of two sides and a maximum height of six feet.
- D. Truck Traffic - The use shall not require the parking of, storage of or regular servicing by a vehicle with an aggregate gross vehicle weight of more than 12,000 pounds, except for one vehicle used by a resident whose primary occupation is as an over-the-road driver of such vehicle. Such vehicle shall be parked off-street beyond the front of the house. While parked on the residential lot, such vehicle shall not generate noise beyond normal neighborhood levels.
- E. Uses permitted as a home occupation include, but are not limited to: art studio, home craft businesses, dressmaking, furniture making, office, custom sewing, clerical work, sales or survey over the telephone, tax preparation, musical instruction, tutoring of students, personal service businesses, trade businesses provided there is no on-site assembling, manufacturing, processing, or retail sales, repair service, day care in accordance with Section 1341.13, or one chair beauty or barber shop with no products sold from the premise.
- F. The following uses shall not be permitted as a home occupation: veterinarian office, stable, kennel, funeral home, industrial uses (other than custom crafts and sewing), wholesale or retail sales on the premises (except as accessory to custom crafts and except for sales over the phone or through the mail), restaurant, repairs of motor vehicles or trucking company terminal, manufacturing, or repair of machinery, automobiles, trucks, and motorcycles.
- G. Nuisances. No machinery or equipment shall be permitted that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property. Only general types and sizes of machinery that are typically found in dwellings for hobby, domestic or sewing purposes shall be permitted. No use shall generate noise or glare in excess of what is typical in a residential neighborhood.
- H. Parking and Loading. The lot shall include sufficient parking for the maximum number of vehicles on-site at one time, plus parking for the dwelling unit. A defined driveway shall be provided, and shall be shown on the site plan. The applicant shall prove that such driveway provides for safe sight distance.
- I. Building Appearance. The exterior of the residential building and the lot shall not be changed in such a way as to decrease its residential appearance, except for permitted parking spaces and the permitted sign.
- J. Hours. A home occupation shall not be conducted in a way that is perceptible from beyond the lot line between the hours of 9 p.m. and 7 a.m. This time limit shall also apply to any loading or unloading of vehicles on the property or on a street that causes noise to adjoining residents.

- K. Hazardous Substances. The use shall not involve the storage or use of hazardous, flammable or explosive substances, other than types and amounts commonly found in a dwelling.
- L. Advertising. The address of the home occupation shall not be advertised in such a way that would encourage customers or salespersons to come to the property without an appointment.
- M. Number of Employees. No employees who are not permanent residents of the dwelling may work on the premise, except for businesses that involve field or on-site service, including salesmen, plumbers, cleaners, home repair, and other similar service activities. Such home occupations may employ up to four persons, provided that such worker spend no more than one hour per week at the home office.
- N. Instruction. Any instruction or tutoring shall be limited to a maximum of four students on the property at any one time.
- O. A permit from the Planning Director shall be required for any home occupation.

BUSINESS LICENSE INFORMATION

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



In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Any entity that requires a West Virginia Business Registration Certificate must get a Municipal Business License. The application may be obtained online at www.cityofhuntington.com, contact the Finance Division at the address listed above, or in person at City Hall, Room 20, 800 Fifth Avenue.

A business license is valid for one year starting from July 1 and ending June 30. A business license renewal will be sent out around the first of June each year. All business licenses expire on June 30th of each year. Business license fees are not prorated.

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 Business License.
 - The WV State Tax Department is located at 1124 Smith Street, Charleston, WV 25301, phone (304) 558-3333, or online at www.business4wv.com.
- The fee for the General Business License is \$20.00.
 - Exceptions include contractors, real estate, and businesses selling alcohol or have video lottery.
- If you occupy a physical location within the city, you will need a **Certificate of Occupancy** to ensure 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 Planning Technician at 304.696.4438.
- **Contractors:** All contractors, sub-contractors, and electrical contractors must provide a copy of their WV State Contractor's 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, which includes Class 4 properties, is required to obtain a Business License.
- **Third Party Payroll Servicers** need to obtain a license for the payroll company as well as obtain a license for their client.
- A **Business and Occupation Tax Return** and **City Service Fee Form** will be mailed quarterly once the business license has been obtained.

BUSINESS LICENSE APPLICATION

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Phone: (304) 696-5969 Fax: (304) 781-8350
www.cityofhuntington.com



ATTENTION: In order to conduct business in the City of Huntington you must obtain a Municipal Business License. Please complete all sections to expedite the application process. All applicants must submit a valid West Virginia Business Registration Certificate with the business license application.

<i>Office Use Only</i>
Account Number: _____

Business Data	
Business Name: _____	
Business Federal Tax ID No.: _____	SS No. (If no Federal Tax ID No): _____
Business Owner's Name: _____	Beginning Date of Business in Huntington: _____
Business Phone No.: _____	WV State Tax Department Business Registration Acct. No: _____
Business Location: _____	
Mailing Address (if different than business location): _____	
Inside City Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Person for Tax & License Purposes: _____
Alternate Phone No.: _____	Contact Phone No./Ext.: _____
Payroll Provider: Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact Email: _____
No. of Employees working inside city limits (include business owner): _____	
Give a brief description of your business activity within city limits: _____	

Business License Category			
Check applicable license category:			
<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 Real Estate 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 (Includes General Business License)			
<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 (Includes General Business License)			
<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 (Includes General Business License)			
<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			

Type of Business Ownership					
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	

Business Activity Classification (Check all that apply)					
<i>Proper classification of your business functions determines the correct license fees as well as Business and Occupation tax rate(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"/> Banking	<input type="checkbox"/> Rental	<input type="checkbox"/> Service	<input type="checkbox"/> Retail, Restaurant	<input type="checkbox"/> Wholesale	

Real Estate Rental Business Only (Attach additional sheet, if necessary)					
Property Address	No. of Units	Tenant		Check One That Applies	
		Business	Residential	City Refuse	Dumpster*
<i>Example: 800 Fifth Avenue</i>	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"/>

*Article 951 – Refuse collection services for all dwelling units within the limits of the City, exclusive of multifamily dwellings containing **5 or more units**, shall be provided by the City.

Owner Contact Information		
Home Address: _____		
Phone: (Mobile) _____	(Home) _____	
Print Name: _____	Applicant Signature: _____	Date: _____

Payments		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Credit Card
Credit Card Payments (Circle One): Discover / MasterCard / Visa		
CARD NUMBER: _____	EXP. DATE: _____	
SIGNATURE: _____	BILLING ZIP CODE: _____	
<i>Make checks payable to City of Huntington</i>	SHOW AMOUNT PAID HERE: \$	

Please note: A Business and Occupation Tax Return and City Service Fee Form will be mailed quarterly once the business license has been obtained.

OFFICE USE ONLY (Business Setup Checklist)
<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> B&O
<input type="checkbox"/> CSF
<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Amusement
Completed By: _____
Date Issued: _____