



SIGN PERMIT INSTRUCTIONS

Wall signs, freestanding signs, temporary signs, and other signage require an approved Sign Permit from the Huntington City Planner. To be approved, the sign must meet the requirements of Article 1345 of the Codified Ordinances of the City of Huntington (hereafter referred to as “the Zoning Ordinance”). The instructions for acquiring a Sign Permit are as follows:

1. Complete a sign Permit Application.
2. Submit the Sign Permit Application, including all additional documentation as needed, to the Office of Zoning and Mapping.
 - a. Email: ShellB@CityofHuntington.com
 - b. Phone: 304.696.4438
 - c. Location: Room 2, Main Floor, Huntington City Hall.
3. The City Planner will determine if the signage meets the requirements of the Zoning Ordinance.
4. Complete the Building Permit Application. Building Permit Application must include:
 - a. A list of all contractors working on the project. All contractors must be licensed with the City of Huntington and the State of West Virginia.
 - b. Total cost of all labor and materials required for completion of the project.
5. Once approved, the City Planner will issue a Sign Permit and a receipt.
6. Take your Sign Permit and Building Permit Application to the Office of Inspections and Compliance, Room 5, Lower Level, Huntington City Hall.
 - a. The Building Permit will be based on the total cost of labor and materials.
7. Payment for the Sign Permit and Building Permit must be delivered to the Office of Business and Licensing, Room 20, Main Floor, Huntington City Hall.